



17 Feb 1998  
COMDTNOTE 1414

COMMANDANT NOTICE 1414

CANCELLED: 16 FEB 1999

Subj: CH-III TO THE ENLISTED QUALIFICATIONS MANUAL, (COMDTINST M1414.8B)

1. PURPOSE. This Notice publishes Change 11 to the Enlisted Qualifications Manual (COMDTINST M1414.8B).
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of Headquarters units, assistant commandants for directorates, chief counsel, and special staff offices at Headquarters shall ensure compliance with the provisions of this Notice.
3. SUMMARY. The major changes are summarized below; however, editorial changes which do not change the meaning are not noted.
  - a. The AST, DC, EM, MK SK and YN qualifications have been revised.
  - b. These requirements will be in effect for the May 1999 SWE.
4. PROCEDURES.
  - a. Make the following pen and ink change:

TAB 2, AVIATION SURVIVAL TECHNICIAN

P.5.A. Administrative Duty, change the following qualification codes: 6.A.03 to read "PREPARE pyrotechnic requisitions IAW the Small Arms Manual, COMDTINST M8370.11 (series); and applicable publications."; and 6.A.04 to read "PREPARE Ammunition Transaction Reports (ATR) IAW the Small Arms Manual, COMDTINST M8370.11 (series); and applicable publications."

DISTRIBUTION - SDL No. 135

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NON-STANDARD DISTRIBUTION: \*B.c. 6 extra copies to MLC's

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## TAB 9, ELECTRICIAN'S MATE (EM),

P.7. B. General, Add the following new qualification code 4.19 "Recognize by symbolic and functional description Solid State Devices and Power Supplies IAW NAVEDTRA B72-07-0092 Module 7.

RemoveInsert

TAB 7, Pages 1 - 26

TAB 7, Pages 1 - 16

TAB 16, Pages 1 - 57

TAB 16, Pages 1 - 32

TAB 24, Pages 1 - 13

TAB 24, Pages 1 - 13

TAB 28, Pages 1 - 10

TAB 28, Pages 1 - 11

- 5 FORMS. Form CG-3303C-5 (Rev. 1-98) Record of Performance Qualifications "DC", Form CG-3303C-9, (Rev. 1-98) Record of Performance Qualifications "MK", Form CG-3303C-23 (Rev. 1-98) Record of Performance Qualifications "YN", will be included in the next issuance of Jetform Filler and Forms Plus Laser. Until these new versions are released local reproduction of these forms is authorized.



T. J. BARRETT

Director of Reserve  
and Training

Encl: (1) Change - 11 to COMDTINST M1414.8B

# RECORD OF PERFORMANCE QUALIFICATIONS

DC

## INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard and Coast Guard Reserve as outlined in the Enlisted Qualifications Manual (COMDTINST M1414.8, series). As proficiency in each performance qualification is demonstrated, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new qualifications assigned to their rating. Qualifications previously demonstrated, dated and initialed off will not be recertified.

Prior to commencement of ADT, the member's Reserve Unit shall indicate, by circling in red, those qualifications which cannot be completed during inactive duty and should be completed on ADT.

|  |     |                        |
|--|-----|------------------------|
| RATING<br>4  |     | ABBREVIATION<br>DC     |
| DAMAGE CONTROLMAN  |     |                        |
| DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL |     |                        |
| E-4  | E-5 | E-6                    |
| E-7  | E-8 | E-9                    |
| NAME (Last, First, Middle Initial)                           |     | SOCIAL SECURITY NUMBER |

| SIGNATURE OF SUPERVISOR |                |          |      |      |
|-------------------------|----------------|----------|------|------|
| DATE                    | NAME/SIGNATURE | INITIALS | RATE | UNIT |
|                         |                |          |      |      |
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REMARKS

| RATING: DAMAGE CONTROLMAN (DC)  | INIT                | DATE |
|---|---------------------|------|
| <p>A. ADMINISTRATION</p> <p>4.01 Locate and state the purpose of the following publications:</p> <ul style="list-style-type: none"> <li>a. Naval Engineering Manual, COMDTINST M9000.6((series))</li> <li>b. Preventative Maintenance Manual for Damage Control, Technical Publication No. 2006((series))</li> <li>c. Naval Ship's Technical Manual, Chapters 070; 074,, Volume 3; 079,, Volume 2; 470; and 555</li> <li>d. Manufacturer's Technical Publications</li> <li>e. Ship's Damage Control Book</li> <li>f. NWP 320-21 (old NWP 62-1((series))</li> <li>g. DC Closure Log</li> </ul> <p>5.01 Locate and state the purpose of the following publications:</p> <ul style="list-style-type: none"> <li>a. CALMS/Master Equipment Lists</li> <li>b. General Services Administration (GSA) Supply Catalog</li> <li>c. Federal Catalog System/FEDLOG</li> <li>d. Afloat Shopping Guide</li> <li>e. Machinery and Hull History Cards</li> </ul> <p>5.02 Prepare a procurement request in accordance with Small Purchase Handbook, COMDTINST M4200.13((series)).</p> <p>5.03 Set up Damage Control Preventative Maintenance Schedule in accordance with Naval Engineering Manual, COMDTINST M9000.6((series)), Chapter 081; and Preventative Maintenance Manual for Damage Control Technical Publication No. 2006((series))..</p> <p>5.04 Update engineering publications with approved revisions in accordance with Directives, Publications and Reports Index (DPRI),, COMDTNOTE 5600..</p> <p>6.01 Prepare a Current Ships Maintenance Project ((CSMP)) in accordance with Naval Engineering Manual, COMDTINST M9000.6((series))..</p> <p>6.02 Prepare a Shore Station Maintenance Request ((SSMR)) in accordance with Civil Engineering Manual, COMDTINST M11000.11((series)).</p> <p>6.03 Maintain damage control departmental quarterly supply records and necessary forms for ordering and replenishing materials in accordance with Supply Policy and Procedure Manual, COMDTINST M4400.19((series))</p> <p>6.04 Prepare and submit a departmental budget in accordance with Regulations 1992 ((CG)),, COMDTINST M5000.3((series)); Financial Resources Manual, COMDTINST M7100.3((series)); and Small Purchase Handbook, COMDTINST M4200.13((series)).</p> <p>6.05 Prepare and submit Machinery and Hull History Cards in accordance with Naval Engineering Manual, COMDTINST M9000.6((series))</p> |                     |      |
| NAME (Last, First, Middle initial)  | SOCIAL SECURITY NO. |      |

| RATING: Damage Controlman (DC)   | INIT                  | DATE |
|--|-----------------------|------|
| <p><b>6.06</b> Manage a Preventative Maintenance Program in accordance with Naval Engineering Manual, <b>COMDTINST M9000.6(series)</b>; Civil Engineering Manual, <b>COMDTINST M11000.11(series)</b>; MLC Atlantic/Pacific's Naval Engineering Standard Operating Procedures, and: Preventative Maintenance Manual for Damage Control, Technical Publication No. <b>2006(series)</b> by:</p> <ul style="list-style-type: none"> <li>a. Reviewing current <b>MPCs</b> for accuracy</li> <li>b. Provide recommended updates to the Preventative Maintenance System (via the Chain of Command), and;</li> <li>c. Submit required <b>PMS report</b>.</li> </ul> <p><b>6.07</b> Inspect shipyard workmanship and prepare daily progress reports in accordance to Contract Specifications; Naval Engineering Manual, <b>COMDTINST M9000.6(series)</b>, and; Ship's Work List and Availability Manual, <b>CG-503(series)</b>.</p> <p><b>6.08</b> Review damage control department's property list and prepare appropriate forms in accordance with Supply Policy and Procedures Manual, <b>COMDTINST M4400.19(series)</b>.</p> <p><b>7.01</b> Prepare <b>SHIPALT/BOATALT</b> request files and submit revisions to blueprints in accordance with Naval Engineering Manual, <b>COMDTINST M9000.6(series)</b>.</p> <p><b>7.02</b> Review specifications for planned work projects for ship or shore in accordance with Naval Engineering Manual, <b>COMDTINST M9000.6(series)</b> and; MLC Specifications.</p> <p><b>7.03</b> Prepare a shipyard availability work list for dry docking and dockside availability in accordance with Ship's Work List and Availability Manual <b>CG-503(series)</b> and; MLC Atlantic/Pacific's Naval Engineering Standard Operating Procedures.</p> <p><b>7.04</b> Review <b>E-4</b> through <b>E-9</b> Damage Controlman performance qualifications for accuracy and currency and submit recommendations in writing to the Rating Manager, Commandant (<b>C-SRF</b>) in accordance with the Enlisted Qualifications Manual, <b>COMDTINST M1414.8(series)</b></p> <p><b>8.01</b> Conduct quality assurance assessments on shipyard workmanship and prepare yard daily progress reports in accordance with Contract Specifications: Naval Engineering Manual, <b>COMDTINST M9000.6(series)</b>; Ship's Work List and Availability Manual, <b>CG-503(series)</b>; Federal Acquisition Regulations, and; MLC Atlantic/Pacific's Naval Engineering Standard Operating Procedures.</p> <p><b>8.02</b> Review Damage Controlman enlisted qualification codes for accuracy and currency and submit results in writing to the Rating Manager, Commandant (<b>C-SRF</b>) in accordance with the Enlisted Qualifications Code Manual, <b>COMDTINST M1414.9(series)</b>.</p> <p><b>B. GENERAL</b></p> <p>NONE</p> |                       |      |
| NAME (Last, First, <del>Middle</del> Initial)  | SOCIAL SECURITY NO. 1 |      |

| RATING: Damage Controlman (DC)  | INIT                | DATE |
|---|---------------------|------|
| <p><b>C. SAFETY</b></p> <p><b>4.01</b> Demonstrate proper equipment tag out procedures in accordance with Naval Engineering Manual, <del>COMDTINST M9000.6(series)</del> and; Unit's Safety Program.</p> <p><b>4.02</b> Demonstrate a working knowledge of hot work procedures in accordance with Naval Ship's Technical Manual, Chapter <b>074</b>, Volume 3, Gas Free Engineering and; Confined Space Entry Manual, <del>COMDTINST M5100.48.</del></p> <p><b>4.03</b> Demonstrate--a working knowledge of confined space entry procedures in accordance with Naval Ship's Technical Manual, Chapter <b>074</b>, Volume 3, Gas Free Engineering and; Confined Space Entry Manual, <del>COMDTINST M5100.48.</del></p> <p><b>5.01</b> Demonstrate proper handling, stowage and disposal of hazardous materials in accordance with Hazardous Waste Management, <del>COMDTINST M16478.1(series)</del> and; Naval Engineering Manual, <del>COMDTINST M9000.6(series).</del></p> <p><b>D. ACHORING AND GROUND TACKLE</b></p> <p><b>4.01</b> Demonstrate a working knowledge of anchoring equipment, including ground tackle equipment, in accordance with Naval Ship's Technical Manual, Chapter <b>581</b>, Anchors and Anchoring.</p> <p><b>4.02</b> Demonstrate a working knowledge of anchoring safety procedures in accordance with Naval Ship's Technical Manual, Chapter <b>581</b>, Anchors and Anchoring.</p> <p><b>5.01</b> Perform the duties of an Anchoring Team Member in accordance with Naval Ship's Technical Manual, Chapter <b>581</b>, Anchors and Anchoring and; Manufacturer's Technical Publication (unit specific).</p> <p><b>E. CARPENTRY</b></p> <p><b>4.01</b> Use measuring tools and devices in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill.</del></p> <p><b>4.02</b> Identify and use common hand tools for carpentry in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill.</del></p> <p><b>4.03</b> Identify and use various fastening components in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill.</del></p> <p><b>4.04</b> Identify and use portable power saws to perform woodworking tasks in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill.</del></p> <p><b>4.05</b> Identify and use portable sanders to perform woodworking tasks in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill.</del></p> <p><b>4.06</b> Use a portable power drill to perform woodworking tasks in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill.</del></p> |                     |      |
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| <p>4.07 Use a router to perform woodworking tasks in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del>.</p> <p>4.08 Use a power miter saw to perform woodworking tasks in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del>.</p> <p>4.09 Use a table saw to perform woodworking tasks in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del>.</p> <p>4.10 Use a radial arm saw to perform woodworking tasks in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del>.</p> <p>4.11 Use a drill press to perform woodworking tasks in accordance with Naval Education and Training Manuals, <del>NAVEDTRA's 12520, 12521</del>, Builders 3&amp;2 Vol 1&amp;2..</p> <p>4.12 Use a joiner to perform woodworking tasks in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del>.</p> <p>4.13 Use a planer to perform woodworking tasks in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del>.</p> <p>4.14 Use a band saw to perform woodworking tasks in accordance with Naval Education and Training Manuals, <del>NAVEDTRA's 12520, 12521</del>, Builders 3&amp;2 Vol 1&amp;2..</p> <p>4.15 Identify structural members used in light frame floor construction in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del>.</p> <p>4.16 Identify structural members used in light frame wall construction in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del>.</p> <p>4.17 Identify structural members used in light frame roof construction in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del>.</p> <p>4.18 Identify structural components of stairway construction in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del>.</p> <p>4.19 Identify window and window frame components in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del>.</p> <p>4.20 Identify door and door components in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del>.</p> <p>4.21 Identify roofing materials and make minor repairs to roofs in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del>.</p> <p>4.22 Repair cabinets in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del>.</p> |                     |      |
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| RATING: Damage Controlman (DC)   | INIT                | DATE |
|--|---------------------|------|
| <p>4.23 Repair interior walls in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del>.</p> <p>4.24 Repair ceilings in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del>.</p> <p>4.25 Prepare a freehand sketch to be used during construction in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del>.</p> <p>4.26 Install insulation in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del>.</p> <p>4.27 Install vinyl floor tiles in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del>.</p> <p>5.01 Use and maintain a pneumatic nailer and associated equipment in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del> and Manufacturer's Specifications.</p> <p>5.02 Use and maintain a powder actuated fastener in accordance with Manufacturer's Specifications.</p> <p>5.03 Maintain a power miter saw in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del> and Manufacturer's Specifications.</p> <p>5.04 Maintain a table saw in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del> and Manufacturer's Specifications.</p> <p>5.05 Maintain a radial arm saw in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del> and Manufacturer's Specifications.</p> <p>5.06 Maintain a drill press in accordance with Naval Education and Training Manuals, <del>NAVEDTRA's 12520, 12521</del>, Builders <del>3&amp;2 Vol 1&amp;2</del> and Manufacturer's Specifications.</p> <p>5.07 Maintain a joiner in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del> and Manufacturer's Specifications.</p> <p>5.08 Maintain a planer in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del> and Manufacturer's Specifications.</p> <p>5.09 Maintain a band saw in accordance with Naval Education and Training Manuals, <del>NAVEDTRA's 12520, 12521</del>, Builders <del>3&amp;2 Vol 1&amp;2</del> and Manufacturer's Specifications.</p> <p>5.10 Demonstrate a working knowledge of light frame floor construction in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del>.</p> <p>5.11 Demonstrate a working knowledge of light frame wall construction in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del>.</p> |                     |      |
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| RATING: Damage Controlman (DC)  | INIT                | DATE |
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| <p>5.12 Demonstrate a working knowledge of light frame roof construction in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del>.</p> <p>5.13 Demonstrate a working knowledge of stair construction in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del>.</p> <p>5.14 Demonstrate a working knowledge of interior finished wall coverings in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del>.</p> <p>5.15 Demonstrate--a working knowledge of exterior finished wall coverings in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del>.</p> <p>5.16 Install floor coverings in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del>.</p> <p>6.01 Estimate the amount of materials needed for a carpentry project in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del>.</p> <p>6.02 Perform light frame construction in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del>.</p> <p>6.03 Identify structural components of non-residential construction in accordance with Naval Education and Training Manuals, <del>NAVEDTRA's 12569,, 12529,, 12530,, Builders Advanced, Steel Worker Vol 1&amp;2..</del></p> <p>6.04 Construct a set of stairs in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del>.</p> <p>6.05 Install interior finished wall coverings in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del>.</p> <p>6.06 Install exterior finished wall coverings in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del>.</p> <p>6.07 Install a suspended ceiling in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del>.</p> <p>6.08 Install trim work in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del>.</p> <p>7.01 Inspect a structure in accordance with the Civil Engineering Manual, <del>COMDTINST M11000.11(series)</del>; <del>MLC</del> Atlantic/Pacific Instructions, and; Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del>.</p> |                     |      |
| NAME (Last, First, Middle Initial)  | SOCIAL SECURITY NO. |      |

| RATING: Damage Controlman (DC)   | INIT                | DATE |
|--|---------------------|------|
| <p><b>F. CHEMICAL, BIOLOGICAL AND RADIOLOGICAL ((CBR)) WARFARE DEFENSE</b></p> <p><b>4.01</b> Demonstrate a working knowledge of current <b>CBR</b> test/detection equipment and detection/decontamination procedures in accordance with <b>NWP 320-21</b> (old <b>NWP 62-1((series))</b>), Surface Ship Survivability; Naval Ships Technical Manual, Chapter <b>070</b>, Nuclear Defense at Sea and Radiological Recovery of Ships After Nuclear Weapons Explosion; Naval Ships Technical Manual, Chapter <b>470</b>, Shipboard <b>BW/CW</b> Defense and Countermeasures, and: Manufacturer's Technical Manual.</p> <p><b>5.01</b> Demonstrate--a working knowledge of how to set up and operate a decontamination station and contamination control area ((CCA)) in accordance with Naval Ships Technical Manual, <del>Chapter-070</del>, Nuclear Defense at Sea and Radiological Recovery of Ships After Nuclear Weapons Explosion; Naval Ships Technical Manual, Chapter <b>470</b>, Shipboard <b>BW/CW</b> Defense and Countermeasures: and <b>CBR</b> Defense Bill (unit specific).</p> <p><b>6.01</b> Conduct training in radiological survey procedures using current detection equipment in accordance with <b>NWP 320-21</b> (old <b>NWP 62-1((series))</b>), Surface Ship Survivability; Naval Ships Technical Manual, Chapter <b>070</b>, Nuclear Defense at Sea and Radiological Recovery of Ships After Nuclear Weapons Explosion, and; <b>CBR</b> Defense Bill (unit specific).</p> <p><b>6.02</b> Conduct training in the use of current chemical agent detection equipment in accordance with <b>NWP 320-21</b> (old <b>NWP 62-1((series))</b>), Surface Ship Survivability; Naval Ships Technical Manual, Chapter <b>470</b>, Shipboard <b>BW/CW</b> Defense and Countermeasures, and; Manufacturers Technical Manual.</p> <p><b>6.03</b> Conduct training of decontamination teams in accordance with <b>NWP 320-21</b> (old <b>NWP 62-1((series))</b>), Surface Ship Survivability; Naval Ships Technical Manual, Chapter <b>070</b>, Nuclear Defense at Sea and Radiological Recovery of Ships After Nuclear Weapons Explosion: Naval Ships Technical Manual, Chapter <b>470</b>, Shipboard <b>BW/CW</b> Defense and Countermeasures, and; <b>CBR</b> Defense Bill (unit specific).</p> <p><b>6.04</b> Conduct training of personal decontamination for <b>CBR</b> including self-aid and decontamination stations in accordance with <b>NWP 320-21</b> (old <b>NWP 62-1((series))</b>), Surface Ship Survivability; Naval Ships Technical Manual, Chapter <b>070</b>, Nuclear Defense at Sea and Radiological Recovery of Ships After Nuclear Weapons Explosion; Naval Ships Technical Manual, Chapter <b>470</b>, Shipboard <b>BW/CW</b> Defense and Countermeasures, and: <b>CBR</b> Defense Bill (unit specific).</p> <p><b>G. COMPARTMENTATION</b></p> <p><b>4.01</b> Demonstrate a working knowledge of fitting classifications and material condition of readiness in accordance with Naval Ships Technical Manual, Chapter <b>079</b>, Volume 2, Damage Control - Practical Damage Control.</p> |                     |      |
| NAME (Last, First, <del>Middle</del> Initial)  | SOCIAL SECURITY NO. |      |

| RATING: Damage Controlman (DC)   | INIT                | DATE |
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| <p><b>4.02</b> Demonstrate a working knowledge of damage control diagrams in accordance with Naval Ships Technical Manual, Chapter <b>079</b>, Volume <b>2</b>, Damage Control - Practical Damage Control.</p> <p><b>4.03</b> Check and verify Compartment Check Off Lists ((<b>CCOLs</b>)) in accordance with Naval Ships Technical Manual, Chapter <b>079</b>, Volume <b>2</b>, Damage Control - Practical Damage Control.</p> <p><b>4.04</b> Inspect and maintain watertight closures in accordance with <b>G. 4.03</b> Check and <del>verify</del><b>preventative</b> Maintenance Manual for Damage Control, Technical Publication No. <b>2006</b>(<del>series</del>); and Naval Ships Technical Manual, Chapter <b>079</b>, Volume <b>2</b>, Damage Control - Practical Damage Control.</p> <p><b>5.01</b> Supervise the setting and maintaining of material conditions of readiness in accordance with Naval Ships Technical Manual, Chapter <b>079</b>, Volume <b>2</b>, Damage Control - Practical Damage Control.</p> <p><b>H. DAMAGE CONTROL</b></p> <p><b>4.01</b> Demonstrate the use of all tools and equipment in the DC Repair Locker in accordance with Naval Ships Technical Manual, Chapter <b>079</b>, Volume <b>2</b>, Damage Control - Practical Damage Control; CALMS Manual, and: Manufacturers Technical Manual.</p> <p><b>4.02</b> Demonstrate emergency repairs to a low pressure piping system by isolating and bypassing damaged systems in accordance with Naval Ships Technical Manual, Chapter <b>079</b>, Volume <b>2</b>, Damage Control - Practical Damage Control.</p> <p><b>4.03</b> Effect emergency repairs to a low pressure piping system using each of the following pipe patches in accordance <del>with</del> Naval Ships Technical Manual, Chapter <b>079</b>, Volume <b>2</b>, Damage Control - Practical Damage Control and Manufacturers Technical Manual.</p> <ul style="list-style-type: none"> <li>a. Softpatch</li> <li>b. <del>Synthoglass</del></li> <li>c. Jubilee</li> <li>d. Banding Kit</li> </ul> <p><b>4.04</b> Demonstrate shoring procedures for shipboard structural damage using each of the following types of shoring in accordance with Naval Ships Technical Manual, Chapter <b>079</b>, Volume <b>2</b>, Damage Control - Practical Damage Control.</p> <ul style="list-style-type: none"> <li>a. Mechanical</li> <li>b. wood (<del>1</del>, H &amp; K-type)</li> </ul> <p><b>4.05</b> Demonstrate <del>dewatering</del> procedures using all current <b>dewatering</b> pumps in accordance with Naval Ships Technical Manual, Chapter <b>079</b>, Volume <b>2</b>, Damage Control - Practical Damage Control; Naval Ships Technical Manual, Chapter <b>555</b>, Volume <b>1</b>, Surface Ship Firefighting, and; Coast Guard Rescue and Survival Systems Manual, <del>COMDTINST M10470.10</del>(<del>series</del>).</p> |                     |      |
| NAME (Last, First, <del>Middle</del> Initial)  | SOCIAL SECURITY NO. |      |

| RATING: Damage Controlman (DC)   | INIT                | DATE |
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| <p><b>4.06</b> Demonstrate plugging and patching procedures for underwater hull damage control in accordance with Naval Ships Technical Manual, Chapter <b>079</b>, Volume <b>2</b>, Damage Control - Practical Damage Control.</p> <p><b>5.01</b> Maintain all damage control pumps and portable <del>eductors</del> in accordance with Preventative Maintenance Manual for Damage Control, Technical Publication No. <b>2006</b> (series); Coast Guard Rescue and Survival Systems Manual, <del>COMDTINST M3502.4(series)</del>, and; Naval Ships Technical Manual, Chapter <b>079</b>, Volume <b>2</b>, Damage Control - Practical Damage Control.</p> <p><b>5.02</b> Train personnel in damage control subjects in accordance with Cutter <del>Training</del> and Qualifications Manual, <del>COMDTINST M3502.4(series)</del> and Naval Ships Technical Manual, Chapter <b>079</b>, Volume <b>2</b>, Damage Control - Practical Damage Control.</p> <p>I. FIREFIGHTING</p> <p><b>4.01</b> Perform each of the following repair locker assignments in accordance with <del>NWP 62-Use(series)</del>, Surface Ship Survivability and Naval Ships Technical Manual, Chapter <b>555</b>, Volume <b>1</b>, Surface Ship Firefighting.</p> <ul style="list-style-type: none"> <li>a. Hose Tender</li> <li>b. Nozzleman</li> <li>c. Access and Overhaul Team</li> <li>d. Investigator</li> </ul> <p><b>4.02</b> Don and charge current firefighting breathing apparatus in accordance with Naval Ships Technical Manual, Chapter <b>077</b>, Personnel Protection Equipment.</p> <p><b>4.03</b> Don fire protective clothing in accordance with Naval Ships Technical Manual, Chapter <b>077</b>, Personnel Protective Equipment: and Naval Ships Technical Manual, Chapter <b>555</b>, Volume <b>1</b>, Surface Ship Firefighting.</p> <p><b>4.04</b> Use portable fire extinguishers in accordance with Naval Ships Technical Manual, Chapter <b>555</b>, Volume <b>1</b>, Surface Ship Firefighting.</p> <p><b>4.06</b> Use <del>desmoking</del> equipment in accordance with Naval Ships Technical Manual, Chapter <b>555</b>, Volume <b>1</b>, Surface Ship Firefighting; and Naval Ships Technical Manual, Chapter <b>079</b>, Volume <b>2</b>, Damage Control - Practical Damage Control.</p> <p><b>4.07</b> Use atmospheric testing equipment in accordance with Naval Ships Technical Manual, Chapter <b>555</b>, Volume <b>1</b>, Surface Ship Firefighting; Naval Ships Technical Manual, Chapter <b>079</b>, Volume <b>2</b>, Damage Control - Practical Damage Control, and; Manufacturers Technical Manuals.</p> <p><b>4.08</b> Use a thermal <del>imager</del> and/or firefinder in accordance with Naval Ships Technical Manual, Chapter <b>555</b>, Volume <b>1</b>, Surface Ship Firefighting; Naval Ships Technical Manual, Chapter <b>079</b>, Volume <b>2</b>, Damage Control - Practical Damage Control, and; Manufacturers Technical Manual.</p> |                     |      |
| NAME (Last, First, <i>Middle Initial</i> )   | SOCIAL SECURITY NO. |      |

| RATING: Damage Controlman (DC)   | INIT                | DATE |
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| <p>4.09 Inspect and maintain portable fire extinguishers in accordance with Preventative Maintenance Manual for Damage Control, Technical Publication No. 2006((series)); and Naval Ships Technical Manual, Chapter 555,, Volume 1,, Surface Ship Firefighting.</p> <p>4.10 Demonstrate a working knowledge of and describe applicable safety precautions for fixed firefighting systems in accordance with Preventative Maintenance Manual for Damage Control, Technical Publication No. 2006((series)); Naval Ships Technical Manual, Chapter 555,, Volume 1,, Surface Ship Firefighting; Naval Ships Technical Manual, Chapter 079,, Volume 2,, Damage Control - Practical Damage Control, and; Manufacturers Technical Manual, NWP 62-1((series)),, Surface Ship Survivability; and Naval Ships Technical Manual, Chapter 555,, Volume 1,, Surface Ship Firefighting.</p> <p>5.01 Perform the duties of firefighting team leader in accordance with NWP 320-21 (old NWP 62-1((series)),, Surface Ship Survivability; and Naval Ship's Technical Manual, Chapter 555 Vol 1,, Surface Ship Firefighting.</p> <p>5.02 Perform post fire atmospheric testing in accordance with Naval Ships Technical Manual, Chapter 074,, Volume 3,, Gas Free Engineering.</p> <p>5.03 Maintain fixed firefighting systems in accordance with Preventative Maintenance Manual for Damage Control, Technical Publication No. 2006(series); Naval Ships Technical Manual, Chapter 555,, Volume 1,, Surface Ship Firefighting; Naval Ships Technical Manual, Chapter 079,, Volume 2,, Damage Control - Practical Damage Control, and; Manufacturers Technical Manual.</p> <p>5.04 Perform the duties of the repair party on scene leader in accordance with NWP 320-21 (old NWP 62-1((series)),, Surface Ship Survivability; and Naval Ships Technical Manual, Chapter 555,, Volume 1,, Surface Ship Firefighting.</p> <p>6.01 Perform the duties of a Damage Control Training Team (DCTT) member in accordance with NWP 320-21 (old NWP 62-1((series)),, Surface Ship Survivability; Naval Ships Technical Manual, Chapter 555,, Volume 1,, Surface Ship Firefighting, and: Naval Ships Technical Manual, Chapter 079,, Volume 2,, Damage Control - Practical Damage Control.</p> <p>7.01 Perform the duties of a unit fire marshal in accordance with NWP 320-21 (old NWP 62-1((series)),, Surface Ship Survivability; and Naval Ships Technical Manual, Chapter 555,, Volume 1,, Surface Ship Firefighting.</p> <p>7.02 Coordinate Damage Control Training Team (DCTT) inport and underway drills in accordance with NWP 320-21 (old NWP 62-1((series)),, Surface Ship Survivability; Naval Ships Technical Manual, Chapter 555,, Volume 1,, Surface Ship Firefighting, and; Naval Ships Technical Manual, Chapter 079,, Volume 2,, Damage Control - Practical Damage Control.</p> |                     |      |
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| RATING: Damage Controlman (DC)  | INIT                | DATE |
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| <p>J.. MASONRY</p> <p>4.01 Demonstrate a working knowledge of masonry tools and terminology in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del>.</p> <p>4.02 Repair a <del>masonry structure in accordance with</del> Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del>.</p> <p>5.01 Construct a concrete pad to include the following in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del>.</p> <ul style="list-style-type: none"> <li>a.. Reinforcement</li> <li>b.. Expansion Joints</li> <li>c.. Control Joints</li> </ul> <p>6.01 Estimate the amount of materials needed for a masonry project in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del>.</p> <p>K.. PLUMBING</p> <p>4.01 Demonstrate a working knowledge of plumbing diagrams in accordance with Carpentry and Building Construction, <del>Glencoe/McGraw-Hill</del>; and Naval Ships Technical Manual, Chapter 555,, Volume 1,, Surface Ship Firefighting.</p> <p>4.02 Prepare, thread and install fittings on a pipe in accordance with the Damage Controlman Third Class Correspondence Course.</p> <p>4.03 Prepare and install soldered fittings on a pipe in accordance with the Damage Controlman Third Class Correspondence Course.</p> <p>4.04 Prepare <del>and</del> install plastic fittings on a pipe in accordance with the Damage Controlman Third Class Correspondence Course.</p> <p>4.05 Overhaul conventional toilets, urinals, sinks and shower fixtures by completing the following in accordance with the Damage Controlman Third Class Correspondence Course; and Manufacturers Technical Manuals.</p> <ul style="list-style-type: none"> <li>a.. Disassemble</li> <li>b.. Inspect</li> <li>c* Replace <del>Components</del></li> <li>d.. Reassemble</li> </ul> <p>4.06 Overhaul vacuum flush toilets, urinals <del>and garbage disposals by</del> completing the following in accordance with the Damage Controlman Third Class Correspondence Course: and Manufacturers Technical Manuals.</p> <ul style="list-style-type: none"> <li>a. Disassemble</li> <li>b.. Inspect</li> <li>c.. Replace components</li> <li>d.. Reassemble</li> </ul> <p>4.07 Demonstrate a working knowledge of installation and repair of common plumbing appliances in accordance with the Damage Controlman Third Class Correspondence Course.</p> |                     |      |
| NAME (Last, First, Middle <i>initial</i> )  | SOCIAL SECURITY NO. |      |

| RATING: Damage Controlman (DC)   | INIT                | DATE |
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| <p><b>4.08</b> Operate drain pipe clean-out tools in accordance with the Damage Controlman Third Class Correspondence Course.</p> <p><b>5.01</b> Overhaul valves by completing the following in accordance with Preventative Maintenance Manual for Damage Control, Technical Publication No. <del>2006</del>(series); Naval Education and Training Manuals, <del>NAVEDTRA's 12219, 12532,</del> Hull Technician, Utilitiesman 3; and Manufacturers Technical Manual.</p> <ul style="list-style-type: none"> <li>a. Disassemble</li> <li>b.. Inspect</li> <li>c.. Replace--components</li> <li>d.. Reassemble</li> </ul> <p><b>6.01</b> Demonstrate a working knowledge of piping designs in accordance with the <b>NSTM 555,, Vol 2,,</b> Surface Ship Firefighting: <b>NSTM 079 Vol 2</b> Damage Control-Practical Damage Control.</p> <p><b>6.02</b> Estimate the amount of material needed for a plumbing project in accordance with the <b>NSTM 555,, Vol 2,,</b> Surface Ship Firefighting: <b>NSTM 079 Vol 2</b> Damage Control-Practical Damage Control.</p> <p><b>L. WELDING AND CUTTING</b></p> <p><b>4.01</b> Identify personal protective equipment necessary for performing hot work operations in accordance with Naval Ships Technical Manual, Chapter <b>074,,</b> Welding and Allied Processes; and Modern Welding, Goodheart-Wilcox co.</p> <p><b>4.02</b> Identify safety precautions for welding and cutting operations in accordance with Naval Ships Technical Manual, Chapter <b>074,,</b> Welding and Allied Processes; and Modern Welding, Goodheart-Wilcox Co.</p> <p><b>4.03</b> Identify welding rods and their characteristics using the welding rod identification system in accordance with Naval Ships Technical Manual, Chapter <b>074,,</b> Welding and Allied Processes; and Modern Welding, Goodheart-Wilcox Co.</p> <p><b>4.04</b> Inspect, setup, and maintain <del>oxy-fuel</del> equipment in accordance with Naval Ships Technical Manual, Chapter <b>074,,</b> Welding and Allied Processes; and Modern Welding, Goodheart-Wilcox Co.</p> <p><b>4.05</b> Prepare and perform silver brazing tasks using <del>oxy-fuel</del> equipment in accordance with Naval Ships Technical Manual, Chapter <b>074,,</b> Welding and Allied Processes,; and Modern Welding, Goodheart-Wilcox Co.</p> <p><b>4.06</b> Prepare and perform gas cutting tasks using <del>oxy-fuel</del> equipment in accordance with Naval Ships Technical Manual, Chapter <b>074,,</b> Welding and Allied Processes; and Modern Welding, Goodheart-Wilcox Co.</p> <p><b>4.07</b> Inspect, setup, and maintain shielded metal arc welding equipment for welding mild steel in accordance with Naval Ships Technical Manual, Chapter <b>074,,</b> Welding and Allied Processes; and Modern Welding, Goodheart-Wilcox Co.</p> |                     |      |
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| <p>4.08 Prepare and weld mild steel in each of the following positions using the shielded metal arc welding process in accordance with Naval Ships Technical Manual, Chapter 074,, Welding and Allied Processes; and Modern Welding, Goodheart-Wilcox Co.</p> <ul style="list-style-type: none"> <li>a. Flat</li> <li>b.. Horizontal</li> <li>c.. Vertical</li> <li>d.. Overhead</li> </ul> <p>5.01 Demonstrate a working knowledge of plasma arc and carbon arc cutting equipment in accordance with Naval Ships Technical Manual, Chapter 074,, Welding and Allied Processes; and Modern Welding, Goodheart-Wilcox Co.</p> <p>5.02 Demonstrate a working knowledge of inspecting/testing welds using non-destructive testing methods in accordance with Naval Ships Technical Manual,, Chapter 074,, Welding and Allied Processes; and Modern Welding, Goodheart-Wilcox Co.</p> <p>6.01 Demonstrate setup and maintenance procedures for aluminum welding equipment for the following processes in accordance with Naval Ships Technical Manual, Chapter 074,, Welding and Allied Processes; and Modern Welding, Goodheart-Wilcox Co.</p> <ul style="list-style-type: none"> <li>a. Gas Tungsten Arc Welding .</li> <li>b.. Gas Metal Arc Welding</li> </ul> <p>6.01 Demonstrate setup and maintenance procedures for aluminum welding equipment for the following processes in accordance with Naval Ship's Technical Manual, Chapter 074,, Welding and Allied Processes; and Modern Welding.</p> <ul style="list-style-type: none"> <li>a. Gas Tungsten Arc Welding</li> <li>b.. Gas Metal Arc Welding</li> </ul> <p>6.02 Prepare and weld aluminum in the following positions using the gas tungsten arc welding process in accordance with Naval Ships Technical Manual, Chapter 074,, Welding and Allied Processes; and Modern Welding, Goodheart-Wilcox Co.</p> <ul style="list-style-type: none"> <li>a.. Flat</li> <li>b.. Horizontal</li> <li>c.. Vertical</li> <li>d.. Overhead</li> </ul> <p>6.03 Prepare and weld aluminum in the following positions using the gas metal arc welding process in accordance with Naval Ships Technical Manual, Chapter 074,, Welding and Allied Processes; and Modern Welding, Goodheart-Wilcox Co.</p> <ul style="list-style-type: none"> <li>a.. Flat</li> <li>b.. Horizontal</li> <li>c.. Vertical</li> <li>d.. Overhead</li> </ul> <p>7.01 Conduct quality assurance inspections of welding projects Naval Ships Technical Manual, Chapter 074,, Welding and Allied Processes; and Modern Welding, Goodheart-Wilcox Co, and MLC Specifications.</p> |                     |      |
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| <p><b>M. ELECTRICAL</b></p> <p><b>4.01</b> Demonstrate a working knowledge of electrical terminology and safety precautions for residential electrical systems in accordance with Naval Education and Training Manual, <del>NAVEDTRA 10657-G1</del>, Construction Electrician <b>3&amp;2.</b></p> <p><b>4.02</b> Demonstrate a working knowledge of electrical test meters in accordance with Naval Education and Training Manual, <del>NAVEDTRA 10657-G1</del>, Construction Electrician <b>3&amp;2.</b></p> <p><b>5.01</b> Perform electrical fixture replacement on residential electrical systems in accordance with Carpentry and <del>Building Construction</del>, <del>Glencoe/McGraw-Hill</del>; and Naval Education and Training Manual, <del>NAVEDTRA 10657-G1</del>, Construction Electrician <b>3&amp;2.</b></p> <p><b>N. COMPUTERS</b></p> <p><b>4.01</b> Using a Coast Guard Standard Work Station, perform the following functions:</p> <ul style="list-style-type: none"> <li>a. Create a document using a word processor</li> <li>b. Edit and print documents using word processors</li> <li>c. Draft and send E-mail messages with attachments</li> </ul> <p><b>5.01</b> Using a Coast Guard Standard Work Station, perform the following functions:</p> <ul style="list-style-type: none"> <li>a. Format a floppy</li> <li>b. Access <b>SCAMPS/CMPLUS</b> data bases</li> <li>c. Access <b>FEDLOG</b></li> </ul> <p><b>6.01</b> Using a Coast Guard Standard Work Station, perform the following functions:</p> <ul style="list-style-type: none"> <li>a. Create a spreadsheet</li> <li>b. Edit a spreadsheet</li> </ul> <p><b>TERMINOLOGY:</b><br/>           Demonstrate a working knowledge of... - Make every attempt to actually perform <b>qual</b>, use alternate means if <b>qual</b> cannot be performed</p> <p>Perform... - Must actually perform the <b>qual</b>, no alternatives allowed</p> <p><b>SUGGESTED BOOKS FOR DC REFERENCE LIBRARY</b></p> <p>Carpentry and Building Construction - <del>Glencoe/McGraw-Hill</del>, Phone <del>1-800-334-7344</del> or <b>972-224-1111</b></p> <p>Modern Welding - Goodheart-Wilcox Co., Phone <del>1-800-323-0440</del> or <b>708-687-50000</b></p> <p>Modern Plumbing - Goodheart-Wilcox Co., Phone <del>1-800-323-0440</del> or <b>708-687-50000</b></p> <p>Modern Electrical - Goodheart-Wilcox Co., Phone <del>1-800-323-0440</del> or <b>708-687-50000</b></p> |                     |      |
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# RECORD OF PERFORMANCE QUALIFICATIONS

MK

## INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard and Coast Guard Reserve as outlined in the Enlisted Qualifications Manual (**COMDTINST M1414.8**, series). As proficiency in each performance qualification is demonstrated, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new qualifications assigned to their rating. **Qualifications** previously demonstrated, dated and initialed off will not be recertified.

Prior to commencement of **ADT**, the member's Reserve Unit shall indicate, by circling in red, those qualifications which cannot be completed during inactive duty and should be completed on **ADT**.

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| RATING   |     | ABBREVIATION           |
| MACHINERY TECHNICIAN   |     | MK                     |
| DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL |     |                        |
| E-4  | E-5 | E-6                    |
| E-7  | E-8 | E-9                    |
| NAME (Last, First, Middle Initial)                           |     | SOCIAL SECURITY NUMBER |

SIGNATURE OF SUPERVISOR

| DATE | NAME/SIGNATURE | INITIALS | RATE | UNIT |
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REMARKS

| RATING: MACHINERY TECHNICIAN  | INIT                | DATE |
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| <p>PERFORMANCE QUALIFICATIONS FOR ADVANCEMENT</p> <p>A. ADMINISTRATION</p> <p>4.01 Locate the following publications;</p> <ul style="list-style-type: none"> <li>a. Naval Engineering Manual, COMDTINST M9000.6 (series)</li> <li>b. Preventive Maintenance Manuals, Unit specific</li> <li>c. Naval Ships' Technical Manuals.</li> <li>d. Manufacturer's Technical Publications</li> </ul> <p>4.02 State the purpose of the Machinery History file IAW COMDTINST M9000.6 (series), and MLC Standard Operating Procedures (SOP).</p> <p>4.03 Tagout equipment using standard tag-out procedures IAW COMDTINST 9077.1 (series).</p> <p>4.04 Interpret Material Safety Data Sheets IAW the MSDS Pocket Dictionary ISBM 0-93169027-7..</p> <p>4.05 Identify labels, symbols, and references associated with a hazardous material IAW COMDTINST M16478(series).</p> <p>4.06 Identify safety precautions associated with hazardous materials IAW COMDTINST M16478(series),, NSTM Chapter 670,, and MLC Standard Operating Procedures (SOP).</p> <p>4.07 State the purpose of the unit level Hazardous Material Plan IAW COMDTINST M16455.10(series),, and COMDTINST M16478(series).</p> <p>5.01 Prepare a Current Ships Maintenance Project ((CSMP) IAW COMDTINST M9000.6(series),, and MLC Standard Operating Procedures (SOP).</p> <p>5.02 Prepare Shore Station Maintenance Requests ((SSMR) IAW COMDTINST M11000.111(series),, and MLC Standard Operating Procedures (SOP).</p> <p>5.03 Verify accuracy of engineering department hazardous materials, Material Safety Data Sheet Files ((MSDSF) IAW COMDTINST 6260.21 (series) and COMDTINST M16455.100.</p> <p>5.04 Incorporate approved revisions to engineering publications IAW applicable COMDTINOTES..</p> <p>6.01 Conduct Safety Inspection of engineering spaces IAW COMDTINST M9000.6(series) and COMDTINST M5100.47(series).</p> <p>6.02 Prepare Fuel Oil and Water Report IAW COMDTINST M9000.6(series).</p> |                     |      |
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| RATING: MACHINERY TECHNICIAN   | INIR                | DATE |
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| <p>6.03 Prepare and maintain a JP-5 Log IAW COMDTINST M3710.2 (series), COMDTINST M5000.3(series), and NSTM Chapter 542.</p> <p>6.04 Prepare and maintain Machinery History Files IAW COMDTINST M9000.6(series), and MLC Standard Operating Procedures (SOP).</p> <p>6.05 Review and schedule engineering department Preventive Maintenance Schedules (PMS) IAW COMDTINST M9000.6(series).</p> <p>6.06 Develop/prepare an amendment/change to a Preventive Maintenance Schedule (PMS) Procedure Card IAW COMDTINST M9000.6 (series) and applicable Preventive Maintenance Manual.</p> <p>6.07 Develop Preventive Maintenance Schedule (PMS) requirements for nonstandard/local equipment IAW COMDTINST M9000.6(series), and Manufacturer's Technical Manual.</p> <p>6.08 Review unit Current Slips Maintenance Project (CSMP) File for accuracy IAW COMDTINST M9000.6(series), and MLC Standard Operating Procedures (SOP).</p> <p>6.09 Review unit Shore Station Maintenance Request (SSMR) File for accuracy IAW COMDTINST M11000.1(series), and MLC Standard Operating Procedures (SOP).</p> <p>6.10 Prepare Cutter Engineering Report IAW COMDTINST M9000.6(series), and MLC Standard Operating Procedures (SOP).</p> <p>6.11 Update and maintain engineering technical publications and engineering files IAW COMDTINST M9000.6(series), and applicable COMDTNOTES.</p> <p>6.12 Perform redline updates on unit engineering blue prints and drawings, request formal correction/updates using standard revision practices IAW COMDTINST M9000.6(series), and MLC Standard Operating Procedures (SOP).</p> <p>6.13 Update unit's boat record IAW COMDTINST M9000.6(series), and MLC Standard Operating Procedures (SOP).</p> <p>6.14 Prepare a Boat Inspection Report (CG-3022) IAW COMDTINST M9000.6(series), and MLC Standard Operating Procedures (SOP).</p> <p>6.15 Prepare initial, update, correction, and cancel casualty report/message and update file IAW COMDTINST M3501.3(series), NWP 10-1-10, and MLC Standard Operating Procedures (SOP).</p> <p>7.01 Conduct an audit of the Tagout Log IAW COMDTINST M9000.6(series).</p> |                     |      |
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| RATING: MACHINERY TECHNICIAN (MK)  | INIT                | DATE |
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| <p>7.02 Review unit Heat Stress Management Program for accuracy and currency IAW COMDTINST 6270.17(series), COMDTINST M9000.6(series), and MLC Standard Operating Procedures (SOP).</p> <p>7.03 Conduct training on duties and responsibilities of a Board of Survey member IAW COMDTINST M4500.5(series), and COMDTINST M4400.17.</p> <p>7.04 Prepare a Report of Survey IAW COMDTINST M4500.5(series).</p> <p>7.05 Review specifications for a planned work project for ashore and/or afloat IAW COMDTINST M9000.6(series), COMDTINST M11000.11(series), and MLC Standard Operating Procedures (SOP).</p> <p>7.06 Conduct quality assurance assessments on a contractor's workmanship IAW COMDTINST M11000.11(series), COMDTINST M9000.6(series), and MLC Standard Operating Procedures (SOP).</p> <p>7.07 Prepare and maintain the Inspector's Report of Daily Operations IAW COMDTINST M11000.10(series), COMDTINST M9000.6(series), and MLC Standard Operating Procedures (SOP).</p> <p>7.08 Prepare an availability work list for drydock and/or dockside availability IAW COMDTINST M9000.6(series), and MLC Standard Operating Procedures (SOP).</p> <p>7.09 Coordinate engineering department duties and unit operational responsibilities IAW COMDTINST M9000.6(series), Unit Instructions, and Unit Engineering Standing Orders.</p> <p>7.10 Obtain Commanding Officers endorsement for EPO ashore or afloat IAW COMDTINST M9000.6(series), and COMDTINST M1000.6(series).</p> <p>7.11 Prepare Drydocking and Underwater Body Paint Report IAW COMDTINST M9000.6(series).</p> <p>7.12 Prepare a Boatalt, request and verify accuracy of records IAW COMDTINST M9000.6(series), and MLC Standard Operating Procedures (SOP).</p> <p>7.13 Prepare Shipalt, request and verify accuracy of records IAW COMDTINST M9000.6(series).</p> <p>B. TRAINING</p> <p>5.01 Plan and conduct engineering department training by developing a lesson plan IAW COMDTINST M3502.4(series).</p> <p>6.01 Update individual and departmental engineering training records IAW COMDTINST M9000.6(series), and COMDTINST M3502.4(series).</p> |                     |      |
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| <p>6.02 Research schools and training availability for engineering personnel <del>IAW COMDTINST M3502.44(series)</del>, <del>COMDTINST M1500.10</del> (series), and Manufacturer's available service training.</p> <p>6.03 Prepare a Short Term Training Request <del>IAW COMDTINST M1500.10(series)</del>..</p> <p>6.04 Perform training on the current environmental regulations governing the operation, maintenance, and repair of air conditioning and refrigeration systems <del>IAW</del> Modern Refrigeration &amp; Air Conditioning Manual (Goodheart &amp; Willcox), 40 CFR Part 82 (Clean Air Act Amendment 1990) Code of federal Regulations, Refrigeration Transition and Recovery Certifications Program for <del>HVACR</del> Technicians Manual.</p> <p>6.05 Plot engineering casualties during drills <del>IAW</del> Unit Casualty Control Manual, <del>COMDTINST M9000.6(series)</del>, and <del>NSTM Chapter 079</del> Volume III.</p> <p>7.01 Coordinate, schedule, and supervise engineering departmental training <del>IAW</del> Unit Training Program, and <del>COMDTINST M3502.4</del> (series).</p> <p>7.02 Conduct training on the duties and responsibilities of a Hazardous Material Coordinator <del>IAW COMDTINST M16478.1(series)</del>, <del>COMDTINST M6260.21(series)</del>, <del>NSTM Chapter 670</del>, and <del>MLC</del> Standard Operating Procedure (SOP).</p> <p>7.03 Conduct training on the duties and responsibilities of a Gas Free Petty Officer <del>IAW COMDTINST M9000.6(series)</del>, <del>NSTM Chapter 074</del> Volume III, and <del>CFR 29 S1915.7</del> Code of Federal Regulations.</p> <p>7.04 Instruct personnel in confined space entry <del>IAW COMDTINST M9000.6(series)</del> <del>COMDTINST M5100.488</del>, <del>NSTM Chapter 074</del> Volume III, and <del>CFR 29 S1915.7</del> Code of Federal Regulations.</p> <p>7.05 Plan and conduct the following shipboard damage control drills <del>IAW</del> Unit Engineering Departmental Instructions, Unit Casualty Control Manual, <del>COMDTINST M9000.6(series)</del>, <del>COMDTINST M9000.4</del> (series), and <del>NSTM Chapter 079</del> Volume III;</p> <ul style="list-style-type: none"> <li>a. Fire</li> <li>b. Flooding</li> <li>c. Rescue and Assistance</li> </ul> |                     |      |
| C. COMPUTERS  |                     |      |
| <p>4.01 Create documents using the Word Processing Program <del>IAW</del> unit administrative procedures and Coast Guard/manufacturer's tutorial and reference guides.</p>  |                     |      |
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| <p>5.01 Format a floppy disk using a standard CG workstation IAW unit administrative procedures and Coast Guard/manufacturer's tutorial and reference guides.</p> <p>5.02 Access SCAMP/CM PLUS data base on a standard CG workstation and retrieve the following information IAW unit administrative procedures and Coast Guard/manufacturer's tutorial and reference guide:</p> <ul style="list-style-type: none"> <li>a. Engineering Parts Inventory data</li> <li>b. Engineering PMS data</li> <li>c. Damage Control information</li> <li>d. Technical Publications indices</li> <li>e. Machinery History</li> </ul> <p>6.01 Draft and send E-MAIL using the standard CG workstation IAW unit administrative procedures and Coast Guard/manufacturer's tutorial and reference guides.</p> <p>6.02 Create a spreadsheet using the standard CG workstation IAW unit administrative procedures and Coast Guard/manufacturer's tutorial and reference guides.</p> <p>6.03 Edit a spread sheet using the standard CG workstation IAW unit administrative procedures and Coast Guard/manufacturer's tutorial and reference guides.</p>  |                     |      |
| <p>D. SUPPLY</p> <p>5.01 Complete an inventory of consumable and spare parts IAW COMDTINST M4400.117(series), and COMDTINST M4400.119(series).</p> <p>5.02 Prepare applicable forms for ordering and replenishing materials IAW COMDTINST M4400.117(series), and COMDTINST M4400.119(series).</p> <p>6.01 Maintain departmental spare parts inventory IAW COMDTINST M4400.117(series) and COMDTINST M4400.119(series).</p> <p>6.02 Update and maintain unit Combined Allowance for Logistics and Maintenance Support (CALMS) IAW COMDTINST M4400.117(series), COMDTINST M4400.119(series), and COMDTINST M4441(series) CALMS Manuals - Introduction Section, Appendix D.</p> <p>6.03 Verify the accuracy of an order for parts and/or supplies received against the procurement document and report discrepancies to supervisor IAW COMDTINST M4400.117(series) and COMDTINST M4400.119(series).</p> <p>7.01 Maintain engineering departmental supply records and necessary forms for ordering and replenishing materials IAW COMDTINST M4400.117(series), and COMDTINST M4400.119(series).</p> <p>7.02 Prepare engineering department budget/Financial Plan Report IAW COMDTINST M9000.6(series), and MLC Standard Operating Procedures (SOP)</p> |                     |      |
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| <p>7.03 Evaluate unit's spare parts allowance list and recommend changes IAW COMDTINST M4400.17((series)), and COMDTINST M4400.19((series)).</p> <p>7.04 Prepare a Report Of Discrepancy Report (ROD) IAW COMDTINST M4400.17((series)), and COMDTINST M4400.19 (series).</p> <p>7.05 Conduct training on the duties and responsibilities of a Personal Property Custodian IAW COMDTINST M4500.5((series)).</p> <p>E. AIR CONDITIONING AND REFRIGERATION</p> <p>4.01 Identify the principles of operation for an air conditioning a refrigeration system IAW NSTM Chapter 516, and Modern Refrigeration &amp; Air Conditioning Manual (Goodheart &amp; Willcox)..</p> <p>5.01 Perform hot gas defrost on a refrigeration system IAW Unit Operating Instructions, NSTM Chapter 516,, Modern Refrigeration &amp; Air Conditioning Manual (Goodheart &amp; Willcox),, and Manufacturer's Technical Manual.</p> <p>5.02 Troubleshoot and repair a heating, ventilation, and/or air conditioning (HVAC) air handler unit IAW NSTM Chapter 516,, and Modern Refrigeration &amp; Air Conditioning Manual (Goodheart &amp; Willcox)..</p> <p>5.03 Clean the watersides of a water cooled refrigeration/air conditioning condenser IAW Preventive Maintenance Schedule Manual (PMS),, NSTM Chapter 516,, Modern Refrigeration &amp; Air Conditioning Manual (Goodheart &amp; Willcox),, and Manufacturer's Technical Manual.</p> <p>5.04 Pump down an air conditioning and/or a refrigeration system IAW NSTM Chapter 516,, Modern Refrigeration &amp; Air Conditioning Manual (Goodheart &amp; Willcox),, and Manufacturer's Technical Manual.</p> <p>6.01 Evacuate/recover and recharge a refrigeration system under direct supervision of a certified AC&amp;R technician IAW NSTM Chapter 516,, and Modern Refrigeration and Air Conditioning Manual (Goodheart &amp; Willcox)..</p> <p>6.02 Evacuate/recover and recharge a air conditioning system under direct supervision of a certified AC&amp;R technician IAW NSTM Chapter 516,, and Modern Refrigeration and Air Conditioning Manual (Goodheart &amp; Willcox)..</p> <p>6.03 Inspect and renew a valve in a refrigeration system under direct supervision of a certified AC&amp;R technician IAW NSTM Chapter 516,, and Modern Refrigeration &amp; Air Conditioning Manual (Goodheart &amp; Willcox)..</p> |                     |      |
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| <p>6.04 Inspect and renew a valve in a air conditioning system under direct supervision of a certified AC&amp;R technician <b>IAW NSTM Chapter 516,, Modern Refrigeration and Air Conditioning Manual (Goodheart &amp; Willcox)</b>..</p> <p>6.05 Inspect and renew a liquid line dehydrator cartridge in an air conditioning or refrigeration system under direct supervision of a certified AC&amp;R technician <b>IAW NSTM Chapter 516,, Modern Refrigeration and Air Conditioning Manual (Goodheart &amp; Willcox)</b>..</p> <p>7.01 Troubleshoot and recommend corrective actions on a defective air conditioning system <b>IAW NSTM Chapter 516,, Modern Refrigeration &amp; Air Conditioning Manual (Goodheart &amp; Willcox)</b>.., and Manufacturer's Technical Manual. :</p> <p>7.02 Troubleshoot and recommend corrective actions on a defective refrigeration system <b>IAW NSTM Chapter 516,, Modern Refrigeration &amp; Air Conditioning Manual (Goodheart &amp; Willcox)</b>.., and Manufacturer's Technical Manual.</p> <p>F.. ELECTRICAL</p> <p>4.01 Fill new starter/storage battery with electrolyte and/or distilled water and charge <b>IAW NSTM Chapter 313,, Preventive Maintenance Schedule Manual (PMS)</b>.., and Battery Service Manual (Battery Council International and <b>Exide</b> Corporation).</p> <p>4.02 Check the specific gravity and interpret the readings on a starting/storage battery <b>IAW NSTM Chapter 313,, Preventive Maintenance Schedule Manual (PMS)</b>.., and Battery Service Manual (Battery Council International and <b>Exide</b> Corporation).</p> <p>4.03 Connect starting/storage batteries for parallel and series operations <b>IAW NSTM Chapter 313,, Preventive Maintenance Schedule Manual (PMS)</b>.., and Battery Service Manual (Battery Council International and <b>Exide</b> Corporation).</p> <p>4.04 Perform various engineering tasks using the following electrical measuring devices/instruments <b>IAW NSTM Chapter 313,, Preventive Maintenance Schedule Manual (PMS)</b>.., and Battery Service Manual (Battery Council International <b>Exide</b> Corporation), Modern Refrigeration and Air Conditioning (Goodheart &amp; Willcox)..<br/> a. Multimeter<br/> b.. Hydrometer</p> <p>4.05 Identify the following electrical schematic symbols <b>IAW NAVEDTRA 10077((series))</b>..<br/> a. Fuse<br/> b.. Switch<br/> c.. Breaker<br/> d.. Relay<br/> e.. Ground<br/> f.. Battery</p> |                     |      |
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| <p>g. Lamps</p> <p>h. Generator</p> <p>i. Motor</p> <p>j. Sensor</p> <p>k. Resister</p> <p>l. Meter</p> <p>m. Diode</p> <p>n. Transformer</p> <p>5.01 Place on line, parallel, and single up two ships service generators IAW Unit Operating Instructions, NSTM Chapters 300, 310, 320, and Manufacturer's Technical Manual.</p> <p>5.02 Inspect and test the electrical starter on an engine IAW Preventive Maintenance Schedule, and Manufacturer's Technical Manuals.</p> <p>5.03 Remove and replace the electrical starter on an engine IAW Manufacturer's Technical Manual.</p> <p>6.01 Interpret an electrical schematic IAW NSTM Chapters 300, 310, 320, and Manufacturer's Technical Manual.</p> <p>6.02 Troubleshoot, and recommend corrective actions to the following IAW applicable Naval Engineering Drawings, Technical Publication Drawings, and Manufacturer's Technical Manuals;</p> <p>a. Alternator/generator system</p> <p>b. Engine alarm system</p> <p>c. Bilge alarm system</p> <p>d. Fire detection system</p> <p>6.03 Test and repair/renew an electrical switch IAW NSTM Chapters 300, 310, 320, and Manufacturer's Technical Manual.</p> <p>G. FIREFIGHTING AND DEWATERING PUMPS</p> <p>4.01 Identify the principals of operation of a centrifugal pump IAW NSTM Chapter 503.</p> <p>5.01 Trouble shoot and make repairs to a defective standard CG portable firefighting pump IAW NAVSEAS S6225-BW-MM0-010, and Manufacturer's Technical Manual.</p> <p>5.02 Troubleshoot and make repairs to a defective standard CG portable dewatering pump IAW COMDTINST M10470.10(series), NAVSEAS S6225-BW-MW0-010, and Manufacturer's Technical Manual.</p> <p>5.03 Troubleshoot and make repairs to a defective fixed firefighting pump IAW NSTM Chapter 503, and Manufacturers Technical Manual.</p> <p>5.04 Align a pump coupling and shaft IAW NSTM Chapter 503, Preventive Maintenance Schedule Manual (PMS), and Manufacturer's Technical Manual.</p> |                     |      |
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| <p>H. VALVES</p> <p>4.01 Identify the principals of operation and use for the following valves <b>IAW NSTM Chapter 505</b>;</p> <ul style="list-style-type: none"> <li>a. Check</li> <li>b. Butterfly</li> <li>c. Gate</li> <li>d. Globe</li> <li>e. Needle</li> <li>f. Ball</li> <li><del>g. Petcock.</del></li> <li>h. Pressure regulating</li> <li>i. Relief</li> <li><del>j. Temperature controlled</del></li> <li>k. Temperature regulating</li> <li>l. Thermostatic.</li> </ul> <p>5.01 Seat and/or lap a valve <b>IAW NSTM Chapter 505</b>, <b>MLC Standard Specifications</b>, <del>MIL-STD-7777</del>, and Manufacturer's Instructions.</p> <p>5.02 Hydrostatically test a valve <b>IAW COMDTINST M9000.6 (series)</b>, <b>NSTM Chapter 505</b>, <b>MLC Standard Specifications</b>, and <del>MIL-STD-7777</del>.</p> <p>5.03 Perform <del>maintenance on</del> the following valves by inspecting, checking, and adjusting <b>IAW COMDTINST M9000.6 (series)</b>, <b>NSTM Chapter 505</b>, <b>Preventive Maintenance Schedule Manual (PMS)</b>, <b>MLC Standard Specifications</b>, <del>MIL-STD-7777</del>, and Manufacturer's Instructions;</p> <ul style="list-style-type: none"> <li>a. Pressure regulating</li> <li>b. Relief</li> <li>c. Temperature controlled</li> <li>d. Temperature regulating</li> <li>e. Thermostatic</li> </ul> <p>I. TUBING, PIPING, AND HOSES</p> <p>4.01 Describe how tubing is sized by identifying tubing size for a given task and selecting the proper fittings <b>IAW NSTM Chapter 505</b>, <b>Modern Refrigeration &amp; Air Conditioning (Goodheart &amp; Willcox)</b> and <b>Vickers Industrial Hydraulics Manual</b>.</p> <p>4.02 Perform installation and repair on a tubing system by cutting and bending tubing using single/double flare tubing <b>IAW Chapter 505</b>, <b>Modern Refrigeration &amp; Air Conditioning (Goodheart &amp; Willcox)</b> and <b>Vickers Industrial Hydraulics Manual</b>.</p> <p>4.03 <del>Describe how</del> piping is sized by identifying piping size for a given task and selecting the proper fittings <b>IAW NSTM Chapter 505</b>, <b>Modern Refrigeration &amp; Air Conditioning (Goodheart &amp; Willcox)</b> and <b>Vickers Industrial Hydraulics Manual</b>.</p> |                     |      |
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| <p>4.04 Install fittings using a thread sealant IAW NSTM Chapter 505,, Modern Refrigeration &amp; Air Conditioning (Goodheart &amp; Willcox) and Vickers Industrial Hydraulics Manual.</p> <p>4.05 Identify various flexible hose material types and select the proper use for each IAW NSTM Chapter 556,, Fluid Power Basics Bulletin 0239-B1 (Parker Motion and Control), Aeroquip Global Products Bulletin JA131,, Vickers Industrial Hydraulics Manual, Preventive Maintenance Schedule Manual (PMS), and Manufacturer's Technical Manual.</p> <p>4.06 Install flange shielding to a piping system using proper tools and materials IAW COMDTINST M9000.6 (series), and NSTM Chapter 505..</p> <p>4.07 Interpret piping system color codes IAW COMDTINST M10360.3 (series).</p> <p>J. AUXILIARY EQUIPMENT</p> <p>4.01 Identify the principals of operation for the following auxiliary machinery IAW NSTM Chapters 531,, Vol III, 533,, 581,, 562,, 565,, 581,, 582,, 589,, 593,, 9340,, and Manufacturer's Technical Manuals;</p> <ul style="list-style-type: none"> <li>a. Air compressor (NSTM 551)</li> <li>b. Incinerator (NSTM 593)</li> <li>c. Fin stabilizer (NSTM 565)</li> <li>d. Vacuum sewage system (NSTM 593)</li> <li>e. Reverse osmosis (NSTM 531 Vol III)</li> <li>f. Water purification (NSTM 531,, 533)</li> </ul> <p>5.01 Maintain potable water tanks and/or system by conducting required treatments and testing IAW COMDTINST M5100.47,, and NSTM Chapter 533..</p> <p>5.02 Service a chlorinator/bromator in a potable water system IAW Preventive Maintenance Manual, NSTM Chapter 533,, and Manufacturer's Technical Manual.</p> <p>5.03 Maintain deck machinery by inspecting and conducting repairs IAW COMDTINST M9000.6 (series), NSTM Chapter 581,, 582,, 589,, Preventive Maintenance Manual, and Manufacturer's Technical Manual. ↓</p> <p>5.04 Make repairs to the following major appliances IAW NSTM Chapters 655,, 9340,, and Manufacturer's Technical Manuals:</p> <ul style="list-style-type: none"> <li>a. Dishwasher</li> <li>b. Washer</li> <li>c. Dryer</li> </ul> |                     |      |
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| <p>5.05 Maintain each of the following auxiliary systems by inspecting, conducting repairs, replacing/renewing defective components or parts IAW Chapters 503, 510, 531, Volume III, 551, 555, 562, 565, 593, Preventive Maintenance Manuals, and Manufacturer's Technical Manuals;</p> <ul style="list-style-type: none"> <li>a. Fin stabilizer system (NSTM 565)</li> <li>b. Pneumatic system (NSTM 551)</li> <li>c. Ventilation system (NSTM 510)</li> <li>d. Reverse osmosis system (NSTM 531 Volume III)</li> <li>e. Sewage system (NSTM 593)</li> <li>f. Steering system (NSTM 562)</li> <li>g. Fixed/portable pump system (NSTM 503, 555)</li> </ul> <p>6.01 Troubleshoot and recommend corrective repairs for each of the following auxiliary systems IAW NSTM Chapters 503, 510, 531 Volume III, 551, 555, 562, 565, 593, and Manufacturer's Technical Manuals;</p> <ul style="list-style-type: none"> <li>a. Fin stabilizer system (NSTM 565)</li> <li>b. Pneumatic system (NSTM 551)</li> <li>c. Ventilation system (NSTM 510)</li> <li>d. Reverse osmosis system (NSTM 531 Volume III)</li> <li>e. Sewage system (NSTM 592)</li> <li>f. Steering system (NSTM 562)</li> <li>g. Fixed/portable pump system (NSTM 503, 555)</li> </ul> <p>K. BOILERS, EVAPORATORS AND WASTE HEAT EQUIPMENT</p> <p>4.01 Identify the principals of operation for the following equipment IAW NSTM Chapters 220, 221, 233, 531 Volume III, 593, Coast Guard TP-2670, Coast Guard TP-541-0200, Coast Guard TP-541-0101, and NAVSEA 0951-LP-031-0100 and Manufacturer's Technical Manual;</p> <ul style="list-style-type: none"> <li>a. Boiler (NSTM 221)</li> <li>b. Evaporator (NSTM 531 Volume III)</li> <li>c. Waste heat recovery system (NSTM 233)</li> </ul> <p>5.01 Inspect and test distilling plant for steam and vacuum leaks IAW NSTM Chapter 531 Volume I, Coast Guard TP_2670, and Manufacturer's Technical Manual.</p> <p>5.02 Disassemble/assemble an auxiliary boiler IAW NSTM Chapter 221, Preventive Maintenance Schedule Manual (PMS)), and Manufacturer's Technical Manual.</p> <p>5.03 Inspect the following components on an auxiliary boiler and adjust/repair/replace the component IAW Chapter 221, Preventive Maintenance Schedule Manual (PMS), Manufacturer's Technical Manual, and Modern Refrigeration &amp; Air Conditioning Manual (Goodheart &amp; Willcox);</p> <ul style="list-style-type: none"> <li>a. Diffuser</li> <li>b. Blower assemblies</li> <li>c. Fuel pump</li> <li>d. Electrodes</li> </ul> |                     |      |
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| <p>e.. Fuel nozzles<br/>f.. Flame detector ring<br/>g.. Hand hole covers and gaskets</p> <p>5.04 Adjust air fuel mixture on an auxiliary boiler IAW NSTM Chapter 221,, Preventive Maintenance Schedule Manual (PMS),, Manufacturer's Technical Manual, and Modern Refrigeration &amp; Air Conditioning Manual (Goodheart &amp; Willcox)..</p> <p>5.05 Clean boiler water sides on an auxiliary boiler IAW NSTM Chapter 221,, Preventive Maintenance Schedule Manual (PMS),, and Manufacturer's Technical Manual.</p> <p>5.06 Clean boiler fire sides on an auxiliary boiler IAW NSTM Chapter 221,, Preventive Maintenance Schedule Manual (PMS),, and Manufacturer's Technical Manual.</p> <p>5.07 Clean the photoelectric eye on an auxiliary boiler IAW NSTM Chapter 221,, Preventive Maintenance Schedule (PMS),, Manufacturer's Technical Manual, and Modern Refrigeration &amp; Air Conditioning (Goodheart &amp; Willcox)..</p> <p>5.08 Inspect an evaporator and repair/replace defective components IAW NSTM Chapter 531 Volume I, Coast Guard TP-26700, and Manufacturer's Technical Manual.</p> <p>5.09 Chemically treat evaporator feed water IAW COMDTINST M9000.6 (series), NSTM Chapter 531 Vol I, Coast Guard TP-26700,, Preventive Maintenance Schedule Manual (PMS),, and Manufacturer's Technical Manual,</p> <p>5.10 Adjust chemical feed rate on a evaporator IAW NSTM Chapter 531 Vol I, Preventive Maintenance Schedule Manual (PMS),, and Manufacturer's Technical Manual.</p> <p>6.01 Perform setting of safety devices on auxiliary boilers IAW NSTM Chapters 221,, 505,, and Preventive Maintenance Schedule Manual (PMS)..</p> <p>6.02 Monitor and adjust all water level controls, firing controls and safety controls on an auxiliary boiler IAW NSTM Chapters 220,, 221,, and Manufacturer's Technical Manual.</p> <p>6.03 Troubleshoot and recommend corrective repairs for each equipment and/or system IAW NSTM Chapters 221,, 531 Vol I, Way-Wolff Bulletin WW-105-11, Coast Guard TP-2509, NavSea 0951-LP-031-0010, and Manufacturer's Technical Manual;<br/>a. Auxiliary boiler<br/>b.. Evaporator<br/>c.. Waste heat recovery system</p> |                     |      |
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| <p>7.01 Clean and inspect distilling plant flash chambers and shells for cracks IAW NSTM Chapter 531 Vol I, and Manufacturer's Technical Manual.</p> <p>7.02 Chemically clean distilling plant to remove scale buildup, inspect and recommend any additional corrective action IAW COMDTINST M9000.6 (series), NSTM Chapter 531 Vol I, Coast Guard TP-2670,, and Manufacturer's Technical Manual.</p> <p>L. OILY WATER SEPARATORS</p> <p>4.01 Identify the principals of operation for an oily water separator (OWS) IAW NSTM Chapter 593,, Coast Guard TP-541-0200,, Coast Guard TP-541-0101, Preventive Maintenance Schedule Manual.</p> <p>4.02 Perform basic PMS on an OWS by inspecting, cleaning, and adjusting IAW NSTM Chapter 593,, Coast Guard TP-541-0200,, Coast Guard TP-541-0101, Preventive Maintenance Schedule Manual (PMS),, and Manufacturer's Technical Manual.</p> <p>5.01 Perform maintenance on an OWS by inspecting, repairing/renewing and adjusting defective components IAW Coast Guard TP-541-0200,, Coast Guard TP-0101,, and Manufacturer's Technical Manual.</p> <p>6.01 Troubleshoot and recommend corrective repairs for an OWS unit/system IAW Coast Guard TP-541-0200,, Coast Guard TP-0101,, and Manufacturer's Technical Manual.</p> <p>M. LUBE OIL, FUEL OIL, AND JP-5 FUEL SYSTEMS</p> <p>4.01 Identify principals of operation of a lube oil purifier.</p> <p>4.02 Conduct lube oil viscosity tests using a visgauge or falling ball comparator IAW COMDTINST M9000.6 (series), and NSTM Chapter 262,, and Manufacturer's Technical Manual.</p> <p>5.01 Operate a fuel oil purification system by lining up, starting, monitoring, and securing IAW Unit Operating Instructions, NSTM Chapters 262,, 541,, 542,, and Manufacturer's Technical Manual.</p> <p>5.02 Perform maintenance on a fuel/oil purification system by inspecting, repairing/renewing and adjusting defective components IAW Preventive Maintenance Schedule Manual, NSTM Chapters 262,, 541,, 542,, and Manufacturer's Technical Manual.</p> <p>5.03 Perform maintenance on a fuel/oil transfer system by inspecting,, repairing/renewing, and adjusting defective components IAW NSTM Chapters 262,, 541,, 542,, and Manufacturer's Technical Manual.</p> <p>5.04 Perform water and sediment test on JP-5 fuel IAW COMDTINST M9000.6 (series), Preventive Maintenance Schedule Manual (PMS),, and NSTM Chapter 542..</p> |                     |      |
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| 5.05                               | Perform daily/weekly PMS on a JP-5 fuel service/storage system IAW Preventive Maintenance Schedule Manual, NSTM Chapter 542, and COMDTINST M3710.2(series).   |                     |      |
| 5.06                               | Replenish a shipboard oil storage system IAW COMDTINST M9000.6 (series), Unit Operating Instructions, Unit Engineering Standing Orders, and NSTM Chapter 262.   |                     |      |
| 6.01                               | Organize, supervise, and monitor an internal shipboard fuel/oil transfer IAW COMDTINST M9000.6(series), COMDTINST M3710.3(series), Unit Operating Instructions, Unit Engineering Standing Orders, and NSTM Chapters 541, 542. |                     |      |
| 6.02                               | Prepare and submit a lube oil sample for spectro-analysis testing IAW COMDTINST M9000.6(series).  |                     |      |
| 7.01                               | Interpret viscosity and spectro-analylsis test results, and determine corrective actions as required IAW COMDTINST M9000.6 (series), NSTM Chapter 262, and Manufacturer's Technical Manual.                                   |                     |      |
| 7.02                               | Organize, supervise, and monitor a shipboard fueling detail IAW Unit Operating Instructions, Unit Engineering Standing Orders, and NSTM Chapters 541, 542.  |                     |      |
| <b>X BEARINGS AND SEALS</b>        |   |                     |      |
| 4 °1                               | Identify the principals of operation for the following bearings IAW NSTM Chapter 2430, and 9430;<br>a. Ball<br>b. Roller<br>c. Precision insert<br>d. Needle  |                     |      |
| 4.02                               | Identify the principals of operation for commonly used gaskets, packing, and seals IAW NSTM Chapters 078 Vol I, 244, and 9430.  |                     |      |
| 5 °1                               | Detect and renew the following defective bearings IAW NSTM Chapters 244, and 9430;<br>a. Ball<br>b. Roller<br>c. Needle   |                     |      |
| 5.02                               | Detect and renew defective gaskets, packing, and seals IAW NSTM Chapter 078 Vol I.  |                     |      |
| 6.01                               | Detect and renew defective precision bearings IAW NSTM Chapters 233, 244, 9430, Preventive Maintenance Schedule Manual (PMS), and Manufacturer's technical Manual.  |                     |      |
| 6.02                               | Inspect and adjust thrust bearings and collars IAW NSTM Chapters 244, 9430, Preventive Maintenance Schedule Manual (PMS), and Manufacturer's Technical Manual.  |                     |      |
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| <p>6.03 Detect and renew defective thrust bearings and collars IAW NSTM Chapters 244, 9430, Preventive Maintenance Schedule Manual (PMS), and Manufacturer's Technical Manual.</p> <p><b>9. MECHANICAL SKILLS</b></p> <p>4.01 Clean and inspect strainers, filters in the following systems IAW NSTM Chapters 505, 551, Preventive Maintenance Schedule Manual (PMS), and Manufacturer's technical Manual;</p> <p>a. Fuel (NSTM 505)</p> <p>b. Oil (NSTM 505)</p> <p>4.02 Perform a brazing task IAW NSTM Chapters 074 Vol I, 505, and Modern Refrigeration &amp; Air Conditioning (Goodheart &amp; Willcox).</p> <p>4.03 Perform a silver soldering task IAW NSTM Chapters 505, 516, and Modern Refrigeration &amp; Air Conditioning (Goodheart &amp; Willcox).</p> <p>4.04 Perform a soft soldering task IAW NSTM 505, 516, and Modern Refrigeration &amp; Air Conditioning (Goodheart &amp; Willcox).</p> <p>4.05 Perform various engineering task using the following hand tools, and measuring instruments IAW NAVEDTRA 10082-B2 (Tools and Their Uses), and Navy Technical Manual M6290-A-J-MAN-010 (Use and Care of Hand tools and Measuring Tools);</p> <p>a. Inside and outside micrometers</p> <p>b. Dial indicators</p> <p>c. Inside and outside calipers</p> <p>d. Taps, dies, and thread files</p> <p>e. Piston ring expander</p> <p>f. Drill Press</p> <p>g. Easy Outs</p> <p>h. Gauges; depth feeler, go/no-go, telescoping</p> <p>i. Helicoil kit (NSTM 075)</p> <p>j. Personal protection equipment (PPE) (NSTM 077)</p> <p>k. Puller kit (bearing and gear)</p> <p>l. Hand tachometer</p> <p>m. Snap ring pliers</p> <p>4.06 Renew shaft packing on a fixed and/or portable pump IAW COMDTINST M10470.10(series), NSTM Chapters 244, 555, and Manufacturer's Technical Manual.</p> <p>4.07 Fabricate a gasket and o-ring using proper tools and procedures IAW NSTM Chapter 078 Vol I.</p> <p>4.08 Cut and install a sight glass using proper tools and procedures IAW NSTM Chapter 221.</p> <p>4.09 Perform various engineering task using a torque wrench IAW NAVEDTRA 10082-B2 (Tools and Their Uses), NSTM Chapter 075, and Manufacturer's Operating Instructions.</p> |                     |      |
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| <p>4.10 Identify the principles of operations for the following gauges IAW NSTM Chapter 504,, Modern Refrigeration &amp; Air Conditioning (Goodheart &amp; Willcox),, and Vickers Industrial Hydraulics Manual:</p> <ul style="list-style-type: none"> <li>a.. Temperature</li> <li>b.. Duplex</li> <li>c.. Compound</li> <li>d.. Vacuum</li> <li>e.. Manometer</li> </ul> <p>5.01 Separate and install parts using a hydraulic/arbor press and/or portable hydraulic jack/press IAW Unit Operating Instructions, and Manufacturer's Technical Manual.</p> <p>6.01 Perform a hydrostatic test IAW COMDTINST M9000.6(series),, NSTM Chapter 221,, and MLC Standard Operation Procedures (SOP)/ Standard Specifications.</p> <p>6.02 Plug a defective heat exchanger tube IAW COMDTINST M9000.6(series),, NSTM Chapter 254,, and MLC Standard Operation Procedure (SOP)/ Standard Specifications.</p> <p>P. HYDRAULICS</p> <p>4.01 Identify the principals of operation for a hydraulic system IAW NSTM Chapter 556,, Vickers Industrial Hydraulics Manual, and Industrial Fluid Power Volume 1 ((Womack Education)).</p> <p>4.02 Identify the principals of operation for the following hydraulic components IAW NSTM Chapter 556,, and Vickers Industrial Hydraulics Manual:</p> <ul style="list-style-type: none"> <li>a. Reservoirs (open &amp; pressurized)</li> <li>b.. Pumps (vane, piston, &amp; gear types)</li> <li>c. Motors (vane, piston, &amp; gear types)</li> <li>d.. Cylinders (single &amp; double acting)</li> <li>e.. Control valves (directional control and pressure control)</li> </ul> <p>4.03 Identify the basic hydraulic component symbols IAW Vickers Industrial Hydraulics Manual, and Industrial Fluid Power Volume 1 ((Womack Education)).</p> <p>5.01 Perform maintenance on a hydraulic oil system by changing and adding oil, and bleeding air IAW COMDTINST M9000.6(series),, NSTM Chapter 556,, Vickers Industrial Hydraulics Manual, Industrial Hydraulics Technology Bulletin 0232-B1 (Parker Motion and Control), Preventive Maintenance Schedule Manual ((PMS)), and Manufacturer's Technical Manual.</p> <p>5.02 Draw a hydraulic oil sample for the purpose of spectro-analysis testing IAW COMDTINST M9000.6 (series), NSTM Chapter 556,, and Preventive Maintenance Schedule Manual ((PMS)).</p> |                     |      |
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| <p>6.01 Overhaul/rebuild a positive displacement hydraulic pump IAW NSTM Chapter 556,, and Manufacturer's Technical Manual.</p> <p>6.02 Install and conduct an operational test on a positive displacement hydraulic pump IAW NSTM Chapter 556,, and Manufacturers Technical Manual.</p> <p>6.03 Overhaul/rebuild a directional control valve IAW NSTM Chapter 556 and Manufacturer's Technical Manual.</p> <p>6.04 Install and-conduct an operational test on a directional control valve IAW NSTM Chapter 556,, and Manufacturer's Technical Manual.</p> <p>6.05 Overhaul a hydraulic a cylinder IAW NSTM Chapter 556,, and Manufacturer's Technical Manual.</p> <p>6.06 Install and conduct an operational test on a hydraulic cylinder IAW NSTM 556,, and Manufacturer's Technical Manual.</p> <p>6.07 Overhaul/rebuild a hydraulic motor IAW NSTM Chapter 556,, and Manufacturer's Technical Manual.</p> <p>6.08 Install and conduct an operational test on a hydraulic motor IAW NSTM Chapter 556,, and Manufacturer's Technical Manual.</p> <p>6.09 Prepare a hydraulic oil sample for <del>spectro-analysis</del> testing IAW COMDTINST M9000.66 (series), NSTM Chapter 556,, and Preventive Maintenance Schedule Manual (PMS)..</p> <p>7.01 Interpret hydraulic oil <del>spectro-analysis</del> test results, and determine corrective actions as required IAW COMDTINST M9000.6 (series), NSTM Chapter 556,, Preventive Maintenance Schedule Manual (PMS),, and Manufacturer's Technical Manual.</p> <p>Q. WATCHSTANDING</p> <p>4.01 State the purpose of the Engineering Standing Orders IAW COMDTINST M9000.66 (series).</p> <p>4.02 State the purpose of the Engineering Officers Night Order Book IAW COMDTINST M9000.66 (series).</p> <p>4.03 Perform corrective actions for engineering/diesel engine casualty control drills IAW COMDTINST M9000.66 (series),, COMDTINST M16114.66 (series), NSTM Chapter 079 Volume III and Unit Casualty Control Manual.</p> <p>5.01 Develop an engineering department watch list IAW Unit Instructions and Engineering Officer Standing Orders.</p> |                     |      |
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| <p>6.01 Supervise an engineering watch station <b>IAW</b> Unit Instructions, Engineering Officer Standing Orders, <b>COMDTINST M9000.6(series)</b>, and <b>NSTM</b> Chapter <b>079</b> Volume III.</p> <p>6.02 Direct and coordinate an engineering duty section <b>IAW</b> Unit Instructions, Engineering Officer Standing Orders, and <b>NSTM</b> Chapter <b>079</b> Volume III.</p> <p>6.03 Review operating parameters on unit engineering logs <b>IAW</b> Unit Instructions, Engineering Officer Standing Orders, <b>COMDTINST M9000.6(series)</b>, and Manufacturer's Technical Manual.</p> <p>6.04 Evaluate and qualify and engineering <del>watchstander</del> <b>IAW</b> Unit Instructions, Engineering Officer Standing Orders, applicable <b>PQS</b> Manual, <b>COMDTINST M9000.6(series)</b>, and <b>NSTM</b> Chapter <b>079</b> Volume III.</p> <p>6.05 Qualify as Throttleman of the Watch <b>IAW</b> Unit Instructions, Engineering Officer Standing Orders, applicable <b>PQS</b>, <b>COMDTINST M9000.6(series)</b>, and <b>NSTM</b> Chapter <b>079</b> Volume III.</p> <p>7.01 Qualify as Engineering Officer of the Watch (<b>EOW</b>) <b>IAW</b> Unit Instructions, Engineering Officer Standing Orders, applicable <b>PQS</b>, <b>COMDTINST M9000.6(series)</b>, and <b>NSTM</b> Chapter <b>079</b> Volume III.</p> |                     |      |
| <p>R. OUTBOARDS, INBOARD/OUTBOARDS AND OUTDRIVES</p> <p>4.01 Identify the principals of operation for the following <b>IAW OMC</b> Service Training - Applied Theory for Outboard Technicians, and Manufacturer's Technical/Service Manuals;</p> <ul style="list-style-type: none"> <li>a. Outboard engine</li> <li>b. <del>Outdrive</del> unit</li> </ul> <p>4.02 Perform basic maintenance on an outboard engine <b>IAW</b> Preventive Maintenance Schedule manual (<b>PMS</b>), and Manufacturer's Technical/Service Manual.</p> <p>5.01 Change-out an outboard engine on a small boat <b>IAW OMS</b> Installation Guidelines, Preventive Maintenance Schedule Manual (<b>PMS</b>), and Manufacturer's Technical/Service Manual.</p> <p>5.02 Repair a defective hydraulic power trim unit <b>IAW</b> the Manufacturer's Technical/Service Manual.</p> <p>5.03 Perform a tune-up on an inboard/outboard engine (gas and/or diesel) <b>IAW</b> Preventive Maintenance Schedule manual (<b>PMS</b>), and Manufacturer's Technical/Service Manual.</p> <p>6.01 Troubleshoot and recommend corrective action to repair a defective hydraulic power trim system <b>IAW</b> Manufacturer's Technical/Service Manual.</p>  |                     |      |
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| <p>6.02 Troubleshoot and recommend corrective action to repair a defective outboard engine <b>IAW</b> Manufacturer's Technical/Service Manual.</p> <p>6.03 Troubleshoot and recommend corrective action to repair an inboard/outboard engine <b>IAW</b> Manufacturer's Technical/Service Manual.</p> <p>6.04 Troubleshoot and recommend corrective action to repair an <b>outdrive</b> unit <b>IAW</b> Manufacturer's Technical/Service Manual.</p> <p>6.05 Troubleshoot, diagnose, and recommend corrective action to repair an outboard engine ignition system problem/failure <b>IAW</b> Manufacturer's Technical/Service-Manual.</p> <p>6.06 Change-out a defective inboard/outboard <b>outdrive</b> unit <b>IAW</b> Manufacturer's Technical/Service Manual.</p> <p>8. INTERNAL COMBUSTION ENGINES</p> <p>4.01 Identify the principals of operation for the following internal combustion engines <b>IAW</b> <b>NSTM</b> Chapters 233,, 234 and Manufacturer's Technical Manuals;</p> <ul style="list-style-type: none"> <li>a. Gasoline engine (2 &amp; 4 stroke)</li> <li>b.. Diesel engine (2 &amp; 4 stroke)</li> <li>c.. Gas turbine</li> </ul> <p>4.02 Disassemble/assemble an internal combustion engine under direct supervision <b>IAW</b> Manufacturer's technical Manual.</p> <p>4.03 Inspect the components of an internal combustion engine and the engine under direct supervision <b>IAW</b> <b>COMDTINST M9000.6</b> (series), <b>NSTM</b> Chapters 233,, 234 and Manufacturer's Technical Manual.</p> <p>4.04 Conduct a tune-up of a diesel engine under direct supervision <b>IAW</b> Manufacturer's Technical Manual.</p> <p>5.01 Operate a large shipboard main propulsion diesel engine by lining up, starting, monitoring, and securing <b>IAW</b> Unit Operating Instructions, and Manufacturer's Technical Manual.</p> <p>5.02 Take and record engine readings <del>required</del> by Coast Guard <b>DEMPs</b> <b>IAW</b> <b>COMDTINST M9000.6</b> (series), Preventive Maintenance Schedule Manual (<b>PMS</b>), and Manufacturer's Technical Manual.</p> <p>5.03 Check for proper clearances on a diesel engine vibration isolator foundation mounts <b>IAW</b> Preventive Maintenance Schedule (<b>PMS</b>); and Manufacturer's Technical Manual.</p> |                     |      |
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| <p>6.01 Troubleshoot and recommend corrective action to repair a defective inboard small boat engine (gas and/or diesel) IAW Manufacturer's Technical Manual.</p> <p>6.02 Supervise tune-up of a diesel engine IAW Manufacturer's Technical Manual.</p> <p>6.03 Take and record crankweb deflection and thrust readings IAW COMDTINST M9000.6 (series), NSTM Chapter 233, Preventive Maintenance Schedule Manual (PMS), and Manufacturer's Technical Manual. .</p> <p>6.04 Adjust mechanical, hydraulic governors, and overspeed trips on a diesel engine IAW Preventive Maintenance Schedule Manual (PMS), and Manufacturer's Technical Manual.</p> <p>6.05 Troubleshoot and recommend corrective actions to repair a defective internal combustion engine IAW COMDTINST M9000.6 (series), NSTM Chapters 233, 234, and Manufacturer's Technical Manual.</p> <p>6.06 Perform maintenance on an internal combustion engine by removing, inspecting, and replacing/repairing the following major components IAW Preventive Maintenance Schedule Manual (PMS), NSTM Chapters 233, 234, and Manufacturer's Technical Manuals:</p> <ul style="list-style-type: none"> <li>a. Turbo and/or blower</li> <li>b. Cylinder heads</li> <li>c. Fuel injection pumps</li> <li>d. Aftercooler</li> </ul> <p>7.01 Determine maintenance requirements for operational equipment by graphing and interpreting engine data and analyzing readings IAW COMDTINST M9000.6 (series), Preventive Maintenance Schedule Manual (PMS), NSTM Chapters 233, 234, and Manufacturer's Technical Manual.</p> |                     |      |
| T. GAS TURBINE   |                     |      |
| <p>6.01 Operate a gas turbine engine by lining up, starting, monitoring, and securing IAW Unit Operating Instructions, NSTM Chapter 234, and Manufacturer's Technical Manual.</p> <p>6.02 Troubleshoot a hydrostart starting system by adjusting, testing, and repairing IAW NSTM Chapters 234, 556, and Manufacturer's Technical Manual.</p> <p>7.01 Perform maintenance on a gas turbine engine by removing, inspecting, and replacing/repairing defective major component IAW Preventive Maintenance Schedule Manual (PMS) and Manufacturer's Technical Manual,</p>   |                     |      |
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| <p>8.01 Troubleshoot a gas turbine engine by analyzing results and recommending corrective action IAW NSTM Chapter 234,, and Manufacturer's Technical Manual.</p> <p>8.02 Perform borescope inspection on a gas turbine IAW NSTM Chapter 234,, Preventive Maintenance Schedule Manual (PMS),, and Manufacturer's Technical Manual.</p> <p>8.03 Perform hot section inspection on a gas turbine engine IAW Preventive Maintenance Schedule Manual (PMS),, and Manufacturer's Technical Manual.</p> <p>8.04 Test <del>hydro-mechanical</del> overspeed trip on a gas turbine engine IAW Preventive Maintenance Schedule Manual (PMS),, and Manufacturer's Technical Manual.</p> <p>U. MECHANICAL POWER TRANSMISSION EQUIPMENT</p> <p>4.01 Identify the principals of operation for the following systems IAW NSTM Chapters 562,, 583,, 9420,, and Manufacturer's Technical Manual;</p> <ul style="list-style-type: none"> <li>a. Reduction gears on small boats and cutters</li> <li>b. Pneumatic, fluid, and mechanical clutches and clutch packs.</li> <li>c. Controllable pitch propellers</li> <li>d. Electric, hydraulic, and mechanical steering</li> </ul> <p>4.02 Inspect and adjust shaft packing IAW NSTM Chapters 244,, 9430,, Preventive Maintenance Schedule Manual (PMS),, and Manufacturer's Technical Manual.</p> <p>4.03 Operate a controllable pitch propeller system, by lining up, starting, monitoring, and securing under direct supervision IAW Unit Operating Instructions and Manufacturer's Technical Manual.</p> <p>5.01 Identify packing size and pack a packing gland IAW Applicable Naval Engineering Drawings, NSTM Chapters 244,, 9430,, and Manufacturer's Technical Manual.</p> <p>6.01 Check propulsion shaft alignment and align as necessary IAW NSTM Chapters 244,, 9430 and applicable Naval Engineering Drawings.</p> <p>6.02 Check engine alignment and align as necessary IAW NSTM Chapters 244,, 9430 and Manufacturer's Technical Manuals.</p> <p>6.03 Perform maintenance on the following equipment by removing, inspecting, and replacing/repairing a defective component in each IAW Preventive Maintenance Schedule Manual (PMS) and Manufacturer's Technical Manual;</p> <ul style="list-style-type: none"> <li>a. Controllable pitch propeller system</li> </ul> |                     |      |
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| <p>b. Reduction gears<br/>c. Hydraulic systems</p> <p>6.04 Perform maintenance on pneumatic clutches and fluid clutch packs by inspecting, cleaning, and adjusting IAW Preventive Maintenance Schedule Manual (PMS) and Manufacturer's Technical Manual.</p> <p>6.05 Perform maintenance on pressure plates and friction disks by disassembling, inspecting, adjusting/replacing IAW Preventive Maintenance Schedule Manual (PMS), and Manufacturer's Technical Manual.</p> <p>6.06 Perform maintenance on a strut bearing by recording clearances, removing, inspecting, and renewing IAW NSTM Chapters 244,, 9430,, Preventive Maintenance Schedule Manual (PMS) and Manufacturer's Technical Manual.</p> <p>6.07 Conduct a propeller inspection by cleaning, inspecting for defects, taking required measurements, and recording IAW COMDTINST M9000.66 (series), NSTM Chapter 245,, and applicable Naval Engineering Drawings.</p> <p>6.08 Conduct a shaft inspection by cleaning, inspecting for defects, taking run-out measurements, and recording IAW COMDTINST M9000.66 (series), NavSea Technical Manual 0919-LP-008-0010, NavSea Technical Manual 0900-LP-014-10010, NSTM Chapters 244,, 9430,, and applicable Naval Engineering Drawings.</p> <p>6.09 Conduct a rudder inspection by cleaning, inspecting for defects, taking required measurements, and recording findings IAW NSTM Chapters 244,, 562,, 9430,, Preventive Maintenance Schedule Manual (PMS), and Manufacturer's Technical Manual.</p> <p>7.01 Inspect and determine condition of reduction gear teeth, crown thickness, backlash, interlocks vent lines and housing IAW NSTM Chapter 9420,, and Manufacturer's Technical Manual.</p> <p>7.02 Troubleshoot and recommend corrective action on a defective controllable pitch propeller system IAW Manufacturer's Technical Manual.</p> <p>7.03 Troubleshoot and recommend corrective action on a defective steering system IAW NSTM Chapter 562,, and Manufacturer's Technical Manual.</p> <p>7.04 Troubleshoot and recommend corrective action on a defective fin stabilizer system IAW NSTM Chapter 565,, and Manufacturer's Technical Manual.</p> |                     |      |
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| <p>7.05 Troubleshoot and recommend corrective action on a defective reduction gear system IAW NSTM Chapter 9420,, and Manufacturer's Technical Manual.</p> <p>7.06 Perform maintenance on controllable pitch propeller oil distribution boxes by cleaning, inspecting, calibrating, and adjusting IAW Preventive Maintenance Schedule Manual ((PMS)) and Manufacturer's Technical Manual.</p> <p>7.07 Perform maintenance on controllable pitch control system by cleaning, inspecting, calibrating, and adjusting IAW Preventive Maintenance Schedule ((PMS)) and Manufacturer's Technical Manual.</p> |                     |      |
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| <p>MASTER REFERENCE LIST FOR MK QUALIFICATIONS</p> <p>COMDTINST, S</p> <p>COMDTINST M1000.16 (series), Personnel Manual</p> <p>COMDTINST M3501.3 (series), Casualty Reporting Procedures</p> <p>COMDTINST M350244 (series), Cutter Training and Qualification Manual</p> <p>COMDTINST M371022 (series), Shipboard-Helicopter Operational Procedures Manual</p> <p>COMDTINST M4441.1 (series), BOSS and CALMS Manuals</p> <p>COMDTINST M4400.17 (series), Afloat Supply Procedures Manual</p> <p>COMDTINST M4400.19 (series), Supply Policy &amp; Procedures Manual</p> <p>COMDTINST M4500.5 (series), Property Management Manual</p> <p>COMDTINST M5000.3 (series), USCG Regulations Manual</p> <p>COMDTINST M5100.47, Safety and Environmental Health Manual</p> <p>COMDTINST 6260.17 (series), Cutter Heat Stress Program</p> <p>COMDTINST 6260.21 (series), Hazard Communication for Workplace Materials</p> <p>COMDTINST M9000.6 (series), Naval Engineering Manual</p> <p>COMDTINST M9077J1 (series), Tag-out Procedures</p> <p>COMDTINST M10360.3 (series), Coating and Color Manual</p> <p>COMDTINST M10470.100 (series), Coast Guard Rescue and Survival Systems Manual</p> <p>COMDTINST M11000.111 (series), Civil Engineering Manual</p> <p>COMDTINST M1500.100 (series), Training and Education Manual</p> <p>COMDTINST M16114.66 (series), Boat Crew <del>Quals</del>, and Certification Manual</p> <p>COMDTINST M16455J00 (series), The Right Planning and Community Right to Know Act (<del>EPCRA</del>), and Pollution Prevention (<del>P2</del>)</p> <p>COMDTINST M16478.1 (series), Hazardous Waste Management Manual</p> <p>Applicable COMDTNOTE's (Naval Publication Changes)</p> |                     |      |
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| <p>NSTM's AND OTHER NAVY PUBLICATIONS</p> <p>NSTM Chapter 074,, Volume I, Welding and Allied Processes</p> <p>NSTM Chapter 074,, Volume III, Gas Free Engineering</p> <p>NSTM Chapter 075,, Thread Fasteners</p> <p>NSTM Chapter 078,, Volume I, Gaskets, Packing and Seals</p> <p>NSTM Chapter 079,, Volume I, Damage Control-Stability and Buoyancy</p> <p>NSTM Chapter 079,, Volume II, Damage Control-Practical Damage Control</p> <p>NSTM Chapter 079,, Volume III, Damage Control-Engineering Casualty Control</p> <p>NSTM Chapter 220,, Volume I, Boiler Water/Feedwater-Water Chemistry</p> <p>NSTM Chapter 220,, Volume II, Boiler Water/Feedwater Treatment</p> <p>NSTM Chapter 221,, Boilers</p> <p>NSTM Chapter 233,, Diesel Engines</p> <p>NSTM Chapter 234,, Marine Gas Turbines</p> <p>NSTM Chapter 244,, Propulsion Bearings and Seals</p> <p>NSTM Chapter 245,, Propellers</p> <p>NSTM Chapter 254,, Condensers, Heat Exchangers, and Air Ejectors</p> <p>NSTM Chapter 262,, Lubricating Oils, Greases, Hydraulic Fluid, and Lubrication Systems</p> <p>NSTM Chapter 300,, Electric Plant General</p> <p>NSTM Chapter 310,, Electric Power Generators and Conversion Equipment</p> <p>NSTM Chapter 313,, Portable Storage and Dry Batteries</p> <p>NSTM Chapter 320,, Electric Power Distribution Systems</p> <p>NSTM Chapter 503,, Pumps</p> <p>NSTM Chapter 504,, Pressure, Temperature, and Other Mechanical and Electromechanical Measuring Instruments</p> <p>NSTM Chapter 505,, Piping Systems</p> <p>NSTM Chapter 510,, Heating, Ventilating, and Air Conditioning Systems for Surface Systems</p> <p>NSTM Chapter 516,, Refrigeration Systems</p> |                     |      |
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| <p>NSTM Chapter' 531 Volume I, Desalination Low-Pressure Distilling Plants</p> <p>NSTM Chapter 531 Volume III, Desalination Reverse Osmosis Distilling Plants</p> <p>NSTM Chapter 533,, Portable Water Systems</p> <p>NSTM Chapter 541,, Ship Fuel and Fuel Systems</p> <p>NSTM Chapter 542,, Gasoline and JP-5 Fuel Systems</p> <p>NSTM Chapter 551,, Compressed Air Plants and Systems</p> <p>NSTM Chapter 555,, Shipboard Firefighting</p> <p>NSTM Chapter 556,, Hydraulic Equipment Power Transmission and Control</p> <p>NSTM Chapter 562,, Surface Ship Steering Systems</p> <p>NSTM Chapter 565,, Surface Ship Stabilizing Systems</p> <p>NSTM Chapter 573,, Booms</p> <p>NSTM Chapter 581,, Anchoring</p> <p>NSTM Chapter 582,, Mooring and Towing</p> <p>NSTM Chapter 583,, Boats and Small Craft</p> <p>NSTM Chapter 589,, Cranes</p> <p>NSTM Chapter 593,, Pollution Control</p> <p>NSTM Chapter 633,, Cathodic Protection</p> <p>NSTM Chapter 635,, Thermal, Fire, and Acoustic Insulation</p> <p>NSTM Chapter 655,, Laundry</p> <p>NSTM Chapter 670,, Storage, Handling, and Disposal of Hazardous General Use Consumables</p> <p>NSTM Chapter 9430,, Commissary Equipment</p> <p>NSTM Chapter 9420,, Propulsion Reduction Gears, Couplings, and Associated Components</p> <p>NSTM Chapter 9430,, Shafting, Bearings, and Seals</p> <p>1<sup>st</sup> NAVEDTRA 10077(series),, Blueprint Reading and Sketching</p> <p>NAVEDTRA 10082-B2, Tools and Their Uses</p> |                     |      |
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| <p>Navy Technical Manual <del>M6290-A-J-MAN-0000</del>, Use and Care of Hand and Measuring Tools</p> <p>NavSea Technical Manual <del>S6225-BW-MMO-0110</del>, Firefighting Pump <del>P-250</del> Mod 1, Operation Maintenance, and Repair <del>With</del> Illustrated Parts List</p> <p>NavSea Technical Manual <del>0951-LP-031-00010</del>, Waste Heat Auxiliary Boilers, Installation, Operation, Maintenance and Repair Instructions With Parts List</p> <p>NWP 10-1-10,, Naval Warfare Publication</p> <p>COAST GUARD PUBLICATIONS</p> <p>Preventive Maintenance Manual (Various)</p> <p>MLC Standard Operating Procedures (SOP)</p> <p>MLC Standard Specifications (SOP)</p> <p>Coast Guard/Manufacturer's Computer Tutorial/Reference Guides</p> <p>Coast Guard <del>TP-541-01101</del>, Instruction Manual Oily Water Separator 10 Gallons Per Minute</p> <p>Coast Guard <del>TP-541-02200</del>, Instruction Manual Oily Water Separator Automatic 100 Oily/Water Separator</p> <p>Coast Guard <del>TP-26700</del>, Technical/Operator's Manual for distilling Plant Six Stage Flash 10,000 GPD <del>TU-106HR</del></p> <p>Coast Guard <del>TP-2509</del>, <del>Firetube</del> Heating Boiler for 378" Class: <del>WHEC's 715-726</del></p> <p>Coast Guard <del>TP-2833</del>, Mineral Oils Separator</p> <p>UNIT INSTRUCTIONS/PUBLICATIONS</p> <p>Unit Training Program</p> <p>Unit Damage Control</p> <p>Unit Damage Control Diagrams or Plates</p> <p>Unit Stability and Loading Data Booklet</p> |                     |      |
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| <p>OTHERS</p> <p>MSDS Pocket Dictionary <del>ISBN 0-931690-27-7</del><br/> Genium Publishing Corporation<br/> One Genium Plaza<br/> Schenectady, NY 12304-4690<br/> Tel: (518) 377-8854</p> <p>CFR's</p> <p>40 CFR Part 82 (Clean Air Act Amendment 1990) Code of Federal Regulations</p> <p>29 CFR S1915.7 Code of Federal Regulations</p> <p>46 CFR Part 46,, Sub Part 56.97,, Code of Federal Regulations</p> <p>MIL STANDARDS</p> <p>MIL-STD-7777 (series)<br/> MIL-STD-1623 (series)</p> <p>COMMERCIAL PUBLICATIONS</p> <p>Modern Refrigeration &amp; Air Conditioning Manual (Goodheart &amp; Willcox)<br/> NSN 7610-00-5777-5888</p> <p>Refrigerant Transition and recovery Certifications Program for<br/> HVACR Technicians Manual<br/> Ferris State University<br/> Big Rapids, Michigan</p> <p>Battery Service Manual (Battery Council International and Exide<br/> Corporation)<br/> Battery Council International<br/> 111 East Wacker Drive<br/> Chicago, IL 60601<br/> Tel: (312) 644-6610</p> <p>Vaporphase Packaged Heat Recovery Units<br/> Vaporphase Engineering Controls Div.<br/> 611 East Magrean Street<br/> St. Louis, MO 63111</p> <p>Vickers Industrial Hydraulics Manual<br/> ISBN 0-9634162-0-0<br/> Library of Congress Catalog Card Number 91-121667<br/> Vickers Inc.<br/> Training Center<br/> Rochester Hill, Michigan 48309-3570</p> |                     |      |
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| <p>Industrial Fluid Power Volume I (<del>Womack</del> Education)<br/> ISBN <del>0-9605644-5-4</del><br/> Womack Educational Publications<br/> P.O. Box 35027<br/> Dallas, Texas 75235<br/> Tel: (<del>214</del>) 357-3871</p> <p>Aeroquip Global Products Bulletin JA131<br/> Aeroquip<br/> 1225 W. Main Street<br/> Van Wert, Ohio 45891-0389<br/> Tel: (<del>419</del>) 238-1190</p> <p>Aeroquip Training Bulletin JA14, How to Identify and Cure Piping Leaks<br/> Aeroquip<br/> 1225 W. Main Street<br/> Van Wert, Ohio 45891-0389<br/> Tel: (<del>419</del>) 238-1190</p> <p>Fluid Power Basics Bulletin <del>0239-B1</del> (Parker Motion and Control)<br/> ISBN 1-55769-029-4<br/> Parker Hannifin Corp.<br/> Motion &amp; Control Group<br/> Training Department<br/> 17325 Euclid Avenue<br/> Cleveland, Ohio 44112<br/> Tel: (<del>216</del>) 531-3000, ext 2577</p> <p>Industrial Hydraulic Technology Bulletin <del>0232-B1</del> (Parker Motion &amp; Control)<br/> ISBN 1-55769-025-6<br/> Parker Hannifin Corp.<br/> Fluid Power Group<br/> 17325 Euclid Avenue<br/> Cleveland, Ohio 44112</p> <p>Analyzing Hydraulic Systems Bulletin <del>0222-B1</del> (Parker Fluidpower)<br/> Parker Fluidpower<br/> Training Department<br/> Fluidpower Group<br/> Parker Hannifin Corp.<br/> Euclid Avenue<br/> Cleveland, Ohio, 44122</p> <p>Way-Wolff Bulletin <del>WW-105-11</del>, Ship Heaters Specification<br/> Way-Wolff Associates Inc.<br/> 45-10 Vernon Blvd.<br/> Long Island City, NY 11101</p> |                      |      |
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| <p>OMC Service Training - 'Applied Theory for Outboard Technicians</p> <p>OMC Service<br/>3145 Central Ave.<br/>Waukegan, IL 60085<br/>Tel: ((708)) 689-5630</p> <p>OMC Installation Guidelines 40-300HP</p> <p>OMC Service<br/>3145 Central Ave.<br/>Waukegan, IL 60085<br/>Tel: ((708)) 689-5630</p> <p>OMC Service Manual</p> <p>OMC Service<br/>3145 Central Ave.<br/>Waukegan, IL 60085<br/>Tel: ((708)) 689-5630</p> |                     |      |
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## RECORD OF PERFORMANCE QUALIFICATIONS

### INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard and Coast Guard Reserve as outlined in the Enlisted Qualifications Manual (COMDTINST M 1414.8, series). As proficiency in each performance qualification is demonstrated, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new qualifications assigned to their rating. Qualifications previously demonstrated, dated and initialed off will not be recertified.

Prior to commencement of ADT, the member's Reserve Unit shall indicate, by circling in red, those qualifications which cannot be completed during inactive duty and should be completed on ADT.

|  |  |     |              |                        |  |
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| RATING   |  |     | ABBREVIATION |                        |  |
| Storekeeper  |  |     | SK           |                        |  |
| DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL |  |     |              |                        |  |
| E-4  |  | E-5 |              | E-6                    |  |
| E-7  |  | E-8 |              | E-9                    |  |
| NAME (Last, First, Middle Initial)                           |  |     |              | SOCIAL SECURITY NUMBER |  |

SIGNATURE OF SUPERVISOR

| DATE | NAME/SIGNATURE | INITIALS | RATE | UNIT |
|------|----------------|----------|------|------|
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REMARKS

| RATING: Storekeeper (SK)   | INIT                | DATE |
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| <p>A. ADMINISTRATION AND CLERICAL</p> <p>4.01 PASS a standard typing test at a rate of 20 words per minute on a workstation keyboard using touch typing.</p> <p>Ref: Enlisted Qualification Manual, COMDTINST M1414.8 (series)</p> <p>4.02 Given a directive prescribing changes, MAKE the appropriate changes.</p> <p>Ref: Directives System, COMDTINST M5215.6 (series)</p> <p>4.03 Given a directive, FILE in the unit's directive file.</p> <p>Ref: Standard Subject Identification Codes Manual, (SSIC) COMDTINST M5210.5 (series)<br/>Directives System, COMDTINST M5215.6 (series)</p> <p>4.04 Using a workstation, PERFORM the following e-mail message functions.</p> <ol style="list-style-type: none"> <li>Create</li> <li>Forward</li> <li>File/Save</li> <li>Reply</li> <li>Send</li> <li>Delete</li> </ol> <p>Ref: Software Application Manual</p> <p>4.05 Given rough drafts and using a workstation or electric typewriter, PREPARE the following Coast Guard correspondence.</p> <ol style="list-style-type: none"> <li>Coast Guard letter</li> <li>Messages</li> </ol> <p>Ref: Coast Guard Correspondence Manual, COMDTINST M5216.4 (series)<br/>Standard Subject Identification Codes Manual (SSIC), COMDTINST M5210.5 (series)<br/>Telecommunications Manual, COMDTINST M2000.3<br/>Standard Distribution List (SDL), COMDTNOTE 5605</p> <p>5.01 ORDER directives and publications.</p> <p>Ref: Directives, Publications and Reports Index (DPRI), COMDTNOTE 5600</p> <p>5.02 DISPOSE of directives, publications and unit files.</p> <p>Ref: Directives, Publications and Reports Index (DPRI), COMDTNOTE 5600<br/>Paperwork Management Manual, COMDTINST M5212.12 (series)</p> |                     |      |
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| <p>5.03 Using a workstation or electric typewriter, COMPOSE rough drafts for each of the following.</p> <ul style="list-style-type: none"> <li>a. CG Basic Letter</li> <li>b. CG Business Letter</li> <li>c. Rapidraft Letter</li> <li>d. Memorandum</li> <li>e. Endorsement</li> <li>f. Message</li> </ul> <p>Ref: Coast Guard Correspondence Manual, COMDTINST 5216.4 (series)<br/>Standard Subject Identification Codes Manual ((SSIC)),<br/>COMDTINST M5210.5 (series)<br/>Standard Distribution List ((SDL)), COMDTNOTE 5605<br/>Telecommunications Manual, COMDTINST M2000.3 (series)</p> <p>7.01 DEMONSTRATE the ability to prepare the following directives.</p> <ul style="list-style-type: none"> <li>a. Instruction</li> <li>b. Notice</li> </ul> <p>Ref: Coast Guard Directives System, COMDTINST M5215.6 (series)</p> <p>B* SUPPLY SUPPORT</p> <p>4.01 PREPARE a DOD Single Line Item/Release Receipt Document ((DD-1348-1A)) for shipment and tracking of the following materials.</p> <ul style="list-style-type: none"> <li>a. Mandatory Turn-In Repairables (MTR)</li> <li>b. Non-aviation Depot Level Repairables ((NON-AV DLR))</li> <li>c. Utilize MTR tracking records within CMPlus</li> </ul> <p>Ref: Supply Policy and Procedures Manual, COMDTINST M4400.19 (series)<br/>CMPlus Users Manual</p> <p>4.02 Safely HANDLE materials with the following types of equipment.</p> <ul style="list-style-type: none"> <li>a. Pallet Jack</li> <li>b. Hand Dollie</li> <li>c. Forklift</li> </ul> <p>Ref: Materials Handling Procedures Manual, ((DDM4145.19RR11))</p> <p>4.03 INVENTORY supplies and materials.</p> <p>Ref: Supply Policy and Procedures Manual, COMDTINST M4400.19 (series)<br/>CMPlus User Manual</p> |                     |      |
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| <p>4.04 PREPARE MILSTRIP Requisition using each of the following.</p> <ul style="list-style-type: none"> <li>a. FEDLOG</li> <li>b. Navy Stock List of Publications and Forms (NAVSUP 2002) CD</li> <li>c. ROM Naval Logistics Library (NLL)</li> <li>d. GSA Federal Supply Catalog</li> <li>e. Catalog of Forms, COMDTINST M5213.6 Series</li> <li>f. CD-ROM Naval Logistics Library (NLL):</li> <li>g. Afloat Shopping Guide and NAVSUP Publication 4400 Series.</li> </ul> <p>Ref: Supply Policy and Procedures Manual, COMDTINST M4400.19 (series)</p> <p>Standard Automated Requisitioning (STAR) User Manual</p> <p>CMPlus User Guide</p> <p>4.05 PREPARE MILSTRIP documents for the following.</p> <ul style="list-style-type: none"> <li>a. Cancellation</li> <li>b. Follow-up</li> <li>c. Modification</li> </ul> <p>Ref: Supply Policy and Procedures Manual, COMDTINST M4400.19 (series)</p> <p>Standard Automated Requisitioning (STAR) User Manual</p> <p>CMPlus Users Manual</p> <p>4.06 PREPARE a formatted MILSTRIP message for the following types of requests.</p> <ul style="list-style-type: none"> <li>a. Requisition</li> <li>b. Cancellation</li> <li>c. Follow-up</li> <li>d. Modification</li> </ul> <p>Ref: Supply Policy and Procedures Manual, COMDTINST M4400.19 (series)</p> <p>CMPlus User Manual</p> <p>4.07 PREPARE a narrative MILSTRIP message for the following types of requests.</p> <ul style="list-style-type: none"> <li>a. Requisition</li> <li>b. Cancellation</li> <li>c. Follow-up</li> <li>d. Modification</li> </ul> <p>Ref: Supply Policy and Procedures Manual COMDTINST M4400.19 (series)</p> <p>CMPlus User Manual</p> |                     |      |
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| <p>4.08 REPLY to a batch of Material Obligation Validation ((MOV)) Requests.</p> <p>Ref: Supply Policy and Procedures Manual, COMDTINST M4400.19 (series)<br/>Standard Automated Requisitioning (STAR) User Manual<br/>CMPlus Users Manual</p> <p>4.09 PROCESS incoming materials.</p> <ul style="list-style-type: none"> <li>a. By receiving</li> <li>b. Inspecting</li> <li>c. Stowing</li> <li>d. Distributing</li> </ul> <p>Ref: Storage and Materials Handling Manual, DOD 4145.19R-11<br/>Supply Policy and Procedures Manual, COMDTINST M4400.19 (series)<br/>CMPlus User Manual</p> <p>4.10 INTERPRET the following types of MILSTRIP status and RESPOND to requisitioner.</p> <ul style="list-style-type: none"> <li>a. Back order</li> <li>b. Direct delivery</li> <li>c. Shipping status</li> <li>d. Mode of shipment</li> </ul> <p>Ref: Supply Policy and Procedures Manual, COMDTINST M4400.19 (series)</p> <p>5.01 PREPARE a Report of Discrepancy (ROD) ((SF-364)) for the following.</p> <ul style="list-style-type: none"> <li>a. Shipping discrepancy</li> <li>b. Packaging discrepancy</li> </ul> <p>Ref: Supply Policy and Procedures Manual, COMDTINST M4400.19 (series)</p> <p>6.01 PREPARE a Quality Deficiency Report ((SF-368)) .</p> <p>Ref: Supply Policy and Procedures Manual, COMDTINST M4400.19 (series)</p> <p>C. Configuration Management Plus ((CMPlus))</p> <p>4.01 Using a workstation with CMPlus INITIATE the following.</p> <ul style="list-style-type: none"> <li>a. Create inventory item</li> <li>b. Issue items manually or with a bar-code scanner</li> <li>c. Receive items manually or with a bar-code scanner</li> </ul> <p>Ref: CMPlus Users Manual</p> |                     |      |
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| <p>5.01 Using a workstation with <b>CMPlus</b> PERFORM the following.</p> <ul style="list-style-type: none"> <li>a. Process <b>SIM</b> reports</li> <li>b. Reconcile inventory</li> </ul> <p>Ref: Supply Policy and Procedures Manual <b>COMDTINST M4400.19</b> (series)<br/><b>CMPlus</b> Users Manual</p> <p>6.01 Using a workstation with <b>CMPlus</b> INITIATE the following.</p> <ul style="list-style-type: none"> <li>a. Adjust inventory (credit/debit)</li> <li>b. Perform "Transfer in/Transfer out"</li> </ul> <p>Ref: Supply Policy and Procedures Manual, <b>COMDTINST M4400.19</b> (series)<br/><b>CMPlus</b> Users Manual</p> <p>6.02 Using a workstation with <b>CMPlus</b> PERFORM "<b>FEDLOG Update</b>" routine.</p> <p>Ref: <b>CMPlus</b> Users Guide.</p> <p>D. SIMPLIFIED ACQUISITION PROCEDURES</p> <p>4.01 PREPARE a Procurement Request (DOT F <b>4200.1.1</b>), manually or electronically.</p> <p>Ref: Small Purchase Handbook, <b>COMDTINST M4200.13</b> (series)<br/><b>LUPS</b> User Manual<br/><b>FINCEN</b> SOP</p> <p>4.02 CONSTRUCT a basic Acquisition Instrument Identification Number (<b>AIIN</b>) for the following documents.</p> <ul style="list-style-type: none"> <li>a. Order for Supplies or Services (<b>OF-347</b>)</li> <li>b. Blanket Purchase Agreements (<b>OF-347</b>)</li> <li>c. Delivery Orders (<b>OF-347</b>)</li> <li>d. Request for Quotation (<b>SF-18</b>)</li> </ul> <p>Ref: Coast Guard Acquisition Procedures (<b>CGAP</b>), <b>COMDTINST M4200.19</b> (series) SUBPART 1204.602-90<br/><b>FINCEN</b> SOP</p> |                     |      |
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| <p>4.03 PREPARE the following documents manually or electronically.</p> <ul style="list-style-type: none"> <li>a. Order for Supplies or Services ((OF-347))</li> <li>b. Purchase Order-Invoice Voucher ((SF-44))</li> <li>c. Receipt for Cash-Subvoucher ((SF-1165))</li> <li>d. Request for Quotations ((SF-18))</li> <li>e. Blanket Purchase Agreement ((OF-347))</li> <li>f. Amendment of Solicitation/Modification of Contract ((SF-30))</li> <li>g. Requisition and Invoice/Shipping Document ((SF-1149))</li> <li>h. Solicitation/Contract/Order for Commercial items ((DD-1449))</li> </ul> <p>Ref: Small Purchase Handbook, COMDTINST M4200.13 (series)<br/>Coast Guard Acquisition Procedures ((CGAP)), COMDTINST M4200.19 (series) SUBPART 1204.602-90<br/>LUMS User Manual<br/>FINCEN SOP</p> <p>4.04 Given the authority, EXECUTE a micro purchase procurement using the following small purchase methods.</p> <ul style="list-style-type: none"> <li>a. Approved purchase Orders ((OF-347))</li> <li>b. Imprest Funds ((SF-1165))</li> <li>c. Government Wide Commercial Credit Card</li> <li>d. Approved Blanket Purchase Agreement ((OF-347))</li> <li>e. Requisition and Invoice/Shipping Document ((SF-44))</li> </ul> <p>Ref: Small Purchase Handbook, COMDTINST M4200.13 (series)<br/>Certifying and Disbursing Manual, COMDTINST M7210.1 (series)</p> <p>5.01 PREPARE a quarterly Federal Procurement Data System ((FPDS)) Summary Contract Action Report ((SF-281)).</p> <p>Ref: Small Purchase Handbook, COMDTINST M4200.13 (series)<br/>DOT Order 1340.5 (series)</p> <p>5.02 IDENTIFY required Government Sources of Supply and services, and PRIORITIZE their use.</p> <p>Ref: Federal Acquisition Regulation, Part 8 (FAR)</p> <p>5.03 Using the definition of "Commercial Items" found at 2.101 of the FAR DETERMINE when part 12 of the FAR applies and describe the reasons why.</p> <p>Ref: Federal Acquisition Regulation, Part 12 (FAR)</p> |                     |      |
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| <p>5.04 PERFORM the following.</p> <ul style="list-style-type: none"> <li>a. Identify the Micro Purchase Threshold</li> <li>b. Identify the Simplified Acquisition Threshold</li> <li>c. Define Small Business Set-aside</li> <li>d. Determine the level at which a Requisition should be <b>Synopsisized</b></li> <li>e. List the required Contract File Documentation</li> <li>f. Solicit competition</li> <li>g. Evaluate Quotes</li> </ul> <p>Ref: Federal Acquisition Regulation, (FAR) Part 8, 12 and 13</p> <p>5.05 DRAFT a Sole Source Justification.</p> <p>Ref: Federal Acquisition Regulation, Part 13 (FAR)<br/>Small Purchase Handbook, <b>COMDTINST M4200.113</b> (series)</p> <p>6.01 REVIEW contract file to ensure proper procurement methods are followed prior to approval by Contracting Officer.</p> <p>Ref: Federal Acquisition Regulation, (FAR) Part 8, 12 and 13<br/>Small Purchase Handbook, <b>COMDTINST M4200.113</b> (series)</p> <p>6.02 PREPARE ratification documents for an unauthorized commitment.</p> <p>Ref: Small Purchase Handbook, <b>COMDTINST M4200.113</b> (series)<br/>Coast Guard Acquisition Procedures ((CGAP)), <b>COMDTINST M4200.1</b> (series) SUBPART 1201.602- 3</p> <p>D. FISCAL PROCEDURES</p> <p>4.01 SUBMIT the following documents to the <b>FINCEN</b> for payments.</p> <ul style="list-style-type: none"> <li>a. Order for Supplies or Services ((OF-347))..</li> <li>b. Purchase order-invoice voucher ((SF-44))..</li> <li>c. Government Wide Commercial Credit Card</li> <li>d. Blanket Purchase Agreement ((OF-347))</li> <li>e. Solicitation/Contract/Order for Commercial items ((SF-1449))</li> <li>f. Requisition and Invoice/Shipping Document ((DD-1149))</li> </ul> <p>Ref: <b>FINCEN</b> SOP</p> |                     |      |
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| <p><b>4.02</b> CONSTRUCT and <b>INTERPET</b> a Coast Guard document number and accounting string for the following.</p> <ul style="list-style-type: none"> <li>a. <b>MILSTRIPS</b> (<del>DD-1348</del>), <b>SF-344</b>, <del>DD-1149</del>, etc.</li> <li>b. GSA Customer Service (GSA Form <b>3542</b>)</li> <li>c. Government Bills of Lading (<del>SF-1103</del>)</li> <li>d. Air Freight/Express Mail</li> <li>e. Government Wide Commercial Credit Card</li> <li>f. Order for Supplies or Services (<del>OF-347</del>)</li> <li>g. Purchase Order-Invoice Voucher (<del>SF-44</del>)</li> <li>h. Receipt for Cash-Subvoucher (<del>SF-1166</del>)</li> </ul> <p>Ref: <b>LUMS</b> User Manual<br/><b>FINCEN</b> SOP</p> <p><b>4.03</b> DEMONSTRATE a working knowledge of the following terms as they apply to Coast Guard accounting.</p> <ul style="list-style-type: none"> <li>a. Commitment</li> <li>b. Obligation</li> <li>c. Undelivered Order</li> <li>d. Accrued Expenditure</li> <li>e. Expenditure</li> </ul> <p>Ref: <b>LUMS</b> User Manual<br/><b>FINCEN</b> SOP</p> <p><b>5.01</b> Given a unit Program Element Status (<b>PES</b>) Report DEMONSTRATE the ability to perform the following.</p> <ul style="list-style-type: none"> <li>a. Print a Unit <b>PES</b> Report</li> <li>b. Manual Reconciliation</li> <li>c. Assisted reconciliation (Auto)</li> <li>d. Post an error to the <b>LUMS</b> error record</li> </ul> <p>Ref: <b>LUMS</b> User Manual<br/><b>FINCEN</b> SOP</p> <p><b>6.01</b> TRANSMIT <b>LUMS</b> financial data to the <b>FINCEN</b>.</p> <p>Ref: <b>LUMS</b> User Manual<br/><b>FINCEN</b> SOP</p> <p><b>6.02</b> Given a workstation with <b>LUMS</b> software DEMONSTRATE the ability to perform the following.</p> <ul style="list-style-type: none"> <li>a. <del>Set up</del> a new user in <b>LUMS</b></li> <li>b. Grant user access to an account</li> <li>c. Give user limited security keys to restrict access to other <b>LUMS</b> modules</li> <li>d. Set up printer</li> </ul> <p>Ref: <b>LUMS</b> Administrative Manual</p> |                     |      |
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| <p><b>E. PROPERTY</b></p> <p>4.01 CLASSIFY personal property as either reportable or non-reportable.</p> <p>Ref: Property Management Manual, COMDTINST M4500.5 (series)</p> <p>4.02 PREPARE the following documents for items which are accountable personal property.</p> <ul style="list-style-type: none"> <li>a. Request for ADP Support of Personal Property ((CG-5009))</li> <li>b. Allowance Record, Personal Property ((CG-5009A))</li> <li>c. Detail Record, Personal Property ((CG-5009B))</li> </ul> <p>Ref: Property Management Manual, COMDTINST M4500.5 (series)</p> <p>4.03 PERFORM the following functions using the AIM software application.</p> <ul style="list-style-type: none"> <li>a. Enter Detail Record</li> <li>b. Enter Allowance Record</li> <li>c. Produce Custodial Signature Report</li> <li>d. Produce Property Report</li> <li>e. Transmit updated records to CG Headquarters</li> </ul> <p>Ref: Property Management Manual, COMDTINST M4500.5 (series)<br/>CMPlus Users Manual</p> <p>5.01 PREPARE a Report of Survey ((CG-5269)) for the following types of personal property.</p> <ul style="list-style-type: none"> <li>a. Damaged or Destroyed</li> <li>b. Lost or Stolen</li> </ul> <p>Ref: Property Management Manual, COMDTINST M4500.5 (series)</p> <p>5.02 PREPARE each of the following documents to acquire or release personal property between agencies ((OCA's/CG)).</p> <ul style="list-style-type: none"> <li>a. DOD Single Line Item/Release Receipt Document ((DD-1348-1A))</li> <li>b. Requisition and Invoice/Shipping Document ((DD-1149))</li> </ul> <p>Ref: Property Management Manual, COMDTINST M4500.5 (series)<br/>CMPlus Users Manual</p> <p>5.03 PREPARE a MILSTRIP document, Identification Code AS3 ((In transit Control of Shipment) for submission to the Defense Reutilization and Marketing Office.</p> <p>Ref: Property Management Manual, COMDTINST M4500.5 (series).</p> <p>5.04 SCREEN for excess Personal Property.</p> <p>Ref: Property Management Manual, COMDTINST M4500.5 (series)<br/>Small Purchase Handbook, COMDTINST M4200.113 (series)</p> |                     |      |
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| RATING: Storekeeper (SK)   | INIT                | DATE |
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| <p>6.01 CONDUCT a physical inventory of personal property and reconcile discrepancies in Automated Information Management (AIM),</p> <p>Ref: Property Management Manual, COMDTINST M4500.5 (series)</p> <p>6.02 PREPARE each of the following documents to acquire or release personal property between agencies ((OCA's/CG))..</p> <p>a. Report of Excess Personal Property ((SF-120))</p> <p>b. Transfer Order Excess Personal Property Shipment ((SF-122))</p> <p>Ref: Property Management Manual, COMDTINST M4500.5 (series)</p> <p>6.03 Audit a DOD Single Line Item/Release Document ((DD-1348-1A)) with the excess Personal Property to be transferred.</p> <p>Ref: Property Management Manual, COMDTINST M4500.5 (series)</p> <p>7.01 Audit the following documents to Acquire or Release Personal Property between agencies ((OCA/CG))..</p> <p>a. Report of Excess Personal Property ((SF-120))</p> <p>b. Transfer/Order Excess Personal Property shipment ((SF-122))</p> <p>Ref: Property Management Manual, COMDTINST M4500.5 (series)</p> <p>7.02 DEMONSTRATE a working knowledge of how to conduct a Board of Survey ((CG-5269)) for the following types of personal property.</p> <p>a. Damaged or Destroyed.</p> <p>b. Lost or Stolen</p> <p>Ref: Property Management Manual, COMDTINST M4500.5 (series)</p> <p>F. TRANSPORTATION</p> <p>4.01 PREPARE a U. S. Government Bill of Lading ((SF-1103)) for shipment of freight.</p> <p>Ref: Transportation of Freight Manual, COMDTINST M4610.5 (series)<br/>49 Code of Federal Regulation ((CFR))</p> <p>4.02 RECORD a U. S. Government Bill of Lading ((SF-1103)), on the Bill of Lading Accountability Record ((SF-1121))..</p> <p>Ref: Transportation of Freight Manual, COMDTINST M4610.5 (series)</p> |                     |      |
| NAME (Last, First, <del>Middle</del> Initial)  | SOCIAL SECURITY NO. |      |

| RATING: Storekeeper (SK)  | INIT                | DATE |
|---|---------------------|------|
| <p>4.03 PROCESS material (except hazardous) requiring special handling (e.g., fragile, liquid, etc) for shipment.</p> <p>Ref: Inspection, Packaging, Handling, Storage and Transportation Handbook, COMDTINST M450.1 (series)</p> <p>Transportation of Freight Manual, COMDTINT M4610.5 (series)</p> <p>4.04 SHIP material via the following modes.</p> <p>a. United States Postal Service</p> <p>b. Contracted Express Service (e.g. FederalExpress)</p> <p>Ref: Transportation of Freight Manual, COMDTINT M4610.5 (series)</p> <p>5.01 PREPARE a Transportation Discrepancy Report (SF361) for loss or damage of government owned material transported by a commercial or contract carrier.</p> <p>Ref: Transportation of Freight Manual, COMDTINT M4610.5 (series)</p> <p>G. HAZARDOUS MATERIAL</p> <p>4.01 DESCRIBE the minimum information that must be contained on a Material Safety Data Sheet (MSDS).</p> <p>Ref: 49 Code of Federal Regulation (CFR) section 172.602</p> <p>4.02 DETERMINE which hazardous class hazardous material will be classified in for shipping and receiving.</p> <p>Ref: 49 Code of Federal Regulation, (CFR) section 172.101</p> <p>6.0 PREPARE shipping papers (GBL/CBL) for hazardous material shipments.</p> <p>Ref: Transportation of Freight Manual, COMDTINT M4610.5 (series)</p> <p>49 Code of Federal Regulation, (CFR) section 172.200</p> <p>7.1 Audit hazardous materials shipments for the following.</p> <p>a. Marking and Labeling</p> <p>b. Proper shipping name</p> <p>c. Hazard Class</p> <p>d. Identification number and Packing Group</p> <p>e. Shippers Certification</p> <p>f. Emergency Response telephone number</p> <p>Ref: 49 Code of Federal Regulation, (CFR) section 172.101, 172.200, 172.204, 172.300, 172.400 and 172.600</p> |                     |      |
| NAME (last, First, Middle Initial)  | SOCIAL SECURITY NO. |      |





## RECORD OF PERFORMANCE QUALIFICATIONS

### INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard and Coast Guard Reserve as outlined in the Enlisted Qualifications Manual (COMDTINST M1414.8, series). As proficiency in each performance qualification is demonstrated, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate -proficiency in all new qualifications assigned to their rating. **Qualifications** previously demonstrated, dated and initialed off will not be recertified.

Prior to commencement of **ADT**, the member's Reserve Unit shall indicate, by circling in red, those qualifications which cannot be completed during inactive duty and should be completed on **ADT**.

|   |            |                               |
|---|------------|-------------------------------|
| <b>RATING</b>   |            | <b>ABBREVIATION</b>           |
| Yeoman  |            | YN                            |
| DATE COMPLETED ALL PERFORMANCE <b>QUALIFICATIONS</b> FOR RATE LEVEL |            |                               |
| <b>E-4</b>  | <b>E-5</b> | <b>E-6</b>                    |
| <b>E-7</b>  | <b>E-8</b> | <b>E-9</b>                    |
| <b>NAME</b> (Last, First, Middle Initial)                           |            | <b>SOCIAL SECURITY NUMBER</b> |

SIGNATURE OF SUPERVISOR

| DATE | NAME/SIGNATURE | INITIALS | RATE | UNIT |
|------|----------------|----------|------|------|
|      |                |          |      |      |
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REMARKS

| RATING: Yeoman ((YN))                      |   | INIT                | DATE |
|--|---|---------------------|------|
| PERFORMANCE QUALIFICATIONS FOR ADVANCEMENT |   |                     |      |
| A.   | Pay and Personnel   |                     |      |
| 4.01                                       | <p>Counsel members on policies and procedures associated with the following:</p> <p>A. Leave</p> <p>B. Bonds &amp; Allotments</p> <p>C. Payment Option Election((POE))</p> <p>D. Family Medical Dental Plan (Active/Reserve)</p> <p>E. Emergency Data</p> <p>F. Servicemen's Group Life Insurance Election</p> <p>In accordance with:</p> <p>Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series)</p> <p>CG Pay Manual, COMDTINST M7220.29 (Series)</p> <p>Joint Federal Travel Regulations ((JFTR))</p> <p>CG Supplement to the JFTR, COMDTINST M4600.17 (Series)</p> <p>CG Personnel Manual COMDTINST M1000.6 (Series)</p> |                     |      |
| 4.02                                       | <p>Maintain the Military Personnel Data Record ((PDR))</p> <p>In accordance with:</p> <p>Military Personnel Data Records ((PDR)) System, COMDTINST M1080.110 (Series)</p>   |                     |      |
| 4.03                                       | <p>Calculate the following:</p> <p>A*. Creditable Service</p> <p>B. Active Duty Base Date</p> <p>C. Pay Base Date</p> <p>D. Expiration of Enlistment</p> <p>E. Date of Rank</p> <p>F. Leave loss</p> <p>G. Leave Balance</p> <p>H. Sea Time</p> <p>In accordance with:</p> <p>Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series)</p> <p>CG Personnel Manual, COMDTINST M1000.6 (Series)</p> <p>CG Pay Manual, COMDTINST M7220.29 (Series)</p>  |                     |      |
| NAME (Last, First, Middle Initial)         |   | SOCIAL SECURITY NO. |      |

| RATING: Yeoman ((YN))   | INIT                | DATE |
|---|---------------------|------|
| <p>4.04 Counsel members on policies and procedures associated with the following Expiration of Enlistment options:</p> <p>A. Extension of Enlistment<br/> B.. <del>Reextension</del> of Enlistment<br/> C.. Reenlistment<br/> D.. Retentions</p> <p>In accordance with:</p> <p>CG Personnel Manual, <del>COMDTINST M1000.6</del> (Series)<br/> Personnel and Pay Procedures Manual, <del>HRSICINST M1000.2</del> (Series</p> <p>4.05 Using the Leave and Earnings Statement ((LES)), determine the cause of Pay and Allowance variations and counsel member:</p> <p>In accordance with:</p> <p>Personnel and Pay Procedures Manual, <del>HRSICINST M1000.2</del> (Series)<br/> CG Pay Manual, <del>COMDTINST M7220.29</del> (Series)<br/> Joint Federal Travel Regulations ((JFTR))<br/> CG Supplement to the JFTR, <del>COMDTINST M4600.17</del> (Series)</p> <p><del>4.06</del> Maintain the integrity and security of personnel data stored in in electronic or paper form from unauthorized release or disclosure:</p> <p>In accordance with:</p> <p>Military Personnel Data Records ((PDR)) System,<br/> <del>COMDTINST M1080.10</del> (Series)<br/> Privacy and Freedom of Information Acts Manual,<br/> <del>COMDTINST M5260.2</del> (Series)</p> <p>4.07 Counsel member on policies and perform the procedures to resolve the following:</p> <p>A. Non-receipt of pay<br/> B.. Lost or missing allotment checks<br/> C.. Lost or missing savings bonds</p> <p>In accordance with:</p> <p>Personnel and Pay Procedures Manual, <del>HRSICINST M1000.2</del> (Series)<br/> CG Pay Manual, <del>COMDTINST M7220.29</del> (Series</p> |                     |      |
| NAME (Last, First, Middle Initial)  | SOCIAL SECURITY NO. |      |

| RATING: Yeoman ((YN))              |   | INIT                | DATE |
|------------------------------------|---|---------------------|------|
| 4.08                               | <p>Counsel members on eligibility entitlements and procedures associated with the following allowances:</p> <p>A. Housing<br/>B. Subsistence<br/>C. Family Separation<br/>D. Cost of Living</p> <p>In accordance with:</p> <p>CG Pay Manual, COMDTINST M7220.29 (series)<br/>Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)</p>  |                     |      |
| 5.01                               | <p>Counsel members on eligibility entitlements and procedures associated with the following special pay entitlements:</p> <p>A. Career Sea Pay<br/>B. Career Sea Pay Premium<br/>C. Hostile Fire or Imminent Danger Pay<br/>D. Foreign Duty Pay<br/>E. Special Duty Assignment Pay ((SDAP))</p> <p>In accordance with:</p> <p>CG Pay Manual, COMDTINST M7220.29 (series)<br/>Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)<br/>Special Duty Assignment Pay, COMDTINST M1430.10 (series)</p> |                     |      |
| 5.02                               | <p>Complete the necessary documentation for the following:</p> <p>A. Unauthorized Absence<br/>B. Civil Arrest/Conviction<br/>C. NJP proceedings</p> <p>In accordance with:</p> <p>CG Personnel Manual, COMDTINST M1000.6 (Series)<br/>Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series)<br/>CG Military Justice Manual, COMDTINST M5810.1 (Series)</p>  |                     |      |
| 5.03                               | <p>Calculate and counsel members on the following bonuses:</p> <p>A. Selective Reserve Enlisted Bonus<br/>B. Active Duty Enlisted Bonus</p> <p>In accordance with:</p> <p>Reenlistment Bonus Programs Administration, COMDTINST M7220.33 (Series)<br/>CG Pay Manual, COMDTINST M7220.29 (Series)<br/>Selected Reserve ((SELRES)) Enlisted Bonus Programs, COMDTINST M7220.1 (series)</p>  |                     |      |
| NAME (Last, First, Middle Initial) |   | SOCIAL SECURITY NO. |      |

| RATING: Yeoman (YN)                            |   | INIT                | DATE |
|--|---|---------------------|------|
| 5.04   | <p>Counsel member on eligibility, entitlements and procedures for obtaining the following Armed Forces Identification Cards:</p> <p>A*. Active. duty<br/>B.. Dependent<br/>C.. Selective Reserve</p> <p>In accordance with:</p> <p>Personnel-and Pay Procedures Manual, <del>HRSICINST</del> M1000.2 (series)<br/>CG Personnel Manual, <del>COMDTINST</del> M1000.6 (series)</p>  |                     |      |
| 5.05   | <p>Calculate deductible time for the following:</p> <p>A. Creditable Service<br/>B.. Active Duty Base Date<br/>C.. Pay Base Date<br/>D.. Expiration of Enlistment<br/>E.. Date of Rank<br/>F.. Leave loss<br/>G.. Leave <del>Balance</del><br/>H.. Sea Time</p> <p>In accordance with:</p> <p>Personnel and Pay Procedures Manual, <del>HRSICINST</del> M1000.2 (Series)<br/>CG Personnel Manual, <del>COMDTINST</del> M1000.6 (Series)<br/>CG Pay Manual, <del>COMDTINST</del> M7220.29 (Series).</p>      |                     |      |
| 6.01   | <p>Counsel member on policies and procedures and assist in the preparation of request for humanitarian assignment:</p> <p>In accordance with:</p> <p>CG Personnel Manual, <del>COMDTINST</del> M1000.6 (Series)</p>   |                     |      |
| 6.02   | <p>Counsel member on policies and procedures associated with the following separations:</p> <p>A. Retirement<br/>B.. Discharge<br/>C.. <del>RELAD</del></p> <p>In accordance with:</p> <p>CG Personnel Manual, <del>COMDTINST</del> M1000.6 (Series)<br/>Certificate of Release or Discharge from Active Duty,<br/>DD Form 214,, Instruction for preparation and distribution,<br/><del>COMDTINST</del> M1900.4 (Series)<br/>Personnel and Pay Procedures Manual, <del>HRSICINST</del> M1000.2 (Series)</p> |                     |      |
| NAME (Last, <del>First</del> , Middle Initial) |   | SOCIAL SECURITY NO. |      |

| RATING: Yeoman ((YN))              |  | INIT                | DATE |
|------------------------------------|--|---------------------|------|
| 6.03                               | <p>Counsel and assist member in preparing request for the following:</p> <p>A. Remission of Indebtedness</p> <p>B. Waiver of Indebtedness</p> <p>In accordance with:</p> <p>Personnel and Pay Procedures Manual, <del>HRSICINST</del> M1000.2 (Series)</p> <p>CG Pay Manual, <del>COMDTINST</del> M7220.29 (Series)</p>  |                     |      |
| 6.04                               | <p>Counsel members on eligibility, entitlements and procedures for the following pay entitlements:</p> <p>A. Aviation Career Incentive Pay ((ACIP))</p> <p>B. Hazardous Duty Incentive Pay ((HDIP))</p> <p>C. Flight Deck Hazardous Duty Incentive Pay ((FDHDIIP))</p> <p>In accordance with:</p> <p>CG Pay Manual, <del>COMDTINST</del> M7220.29 (series)</p> <p>Personnel and Pay Procedures Manual, <del>HRSICINST</del> M1000.2 (series)</p> |                     |      |
| 7.01                               | <p>Counsel member and calculate Annuities and Premiums for the Survivor Benefit Plan ((SBP))</p> <p>In accordance with:</p> <p>CG Personnel Manual, <del>COMDTINST</del> M1000.6 (Series)</p> <p>Personnel and Pay Procedures Manual, <del>HRSICINST</del> M1000.2 (Series)</p>  |                     |      |
| 7.02                               | <p>Prepare Administrative Discharge Recommendations</p> <p>In accordance with:</p> <p>CG Personnel Manual, <del>COMDTINST</del> M1000.6 (Series)</p> <p>CG Reserve Policy Manual, <del>COMDTINST</del> M1001.28 (Series)</p>   |                     |      |
| NAME (Last, First, Middle Initial) |  | SOCIAL SECURITY NO. |      |

| RATING: Yeoman ((YN))              |   | INIT                | DATE |
|------------------------------------|---|---------------------|------|
| B.                                 | Travel and Transportation   |                     |      |
| 4.01                               | <p>Determine eligibility, calculate and counsel members on the following PCS entitlements:</p> <p>A. Advance Pay<br/> B. Advance Pay and Allowances<br/> C. Dislocation Allowance ((DLA))<br/> D. Temporary Lodging Expense ((TLE))<br/> E. MALT and Per Diem<br/> F. Temporary Lodging Allowance ((TLA))</p> <p>In accordance with:</p> <p>Joint Federal Travel Regulations ((JFTR))<br/> CG Supplement to the JFTR, COMDTINST M4600.17 (Series)<br/> CG Pay Manual, COMDTINST M7220.29 (Series)<br/> Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series)</p>  |                     |      |
| 4.02                               | <p>Counsel member on policies and procedures concerning types of travel orders, entitlements, and options for the following:</p> <p>A. TAD<br/> B. IDT single<br/> C. IDT multiple<br/> D. IDT Appropriate duty</p> <p>In accordance with:</p> <p>Joint Federal Travel Regulations ((JFTR))<br/> CG Supplement to the JFTR, COMDTINST M4600.17 (series)<br/> CG Personnel Manual, COMDTINST M1000.6 (series)<br/> Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)<br/> CG Reserve Policy Manual, COMDTINST M1001.28 (series)</p>  |                     |      |
| 5.01                               | <p>Counsel member on policies and procedures concerning types of travel orders, entitlements, and options for the following:</p> <p>A. TEMDU/PCS<br/> B. PCS<br/> C. Class "A" School<br/> D. ADSW-AC<br/> E. ADSW-RC<br/> F. ADT</p> <p>In accordance with:</p> <p>Joint Federal Travel Regulations ((JFTR))<br/> CG Supplement to the JFTR, COMDTINST M4600.17 (series)<br/> Policies and Procedures Concerning Travel Orders to Class "A" Schools of Less than 20 Weeks, COMDTINST 4600.15 (series)<br/> CG Personnel Manual, COMDTINST M1000.6 (series)<br/> Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)<br/> CG Reserve Policy Manual, COMDTINST M1001.28 (series)</p> |                     |      |
| NAME (Last, First, Middle Initial) |   | SOCIAL SECURITY NO. |      |



| RATING: Yeoman ((YN))                      |  | INIT                | DATE |
|--|--|---------------------|------|
| 6.01                                       | <p>Counsel member on policies and procedures associated with the following:</p> <ul style="list-style-type: none"> <li>A. Storage entitlements</li> <li>B. Do-it-yourself ((DITY)) move</li> <li>C. Shipment of privately owned conveyance ((POC))</li> <li>D. Unaccompanied baggage</li> <li>E. Household goods ((HHC))</li> </ul> <p>In accordance with:</p> <p>Joint Federal Travel Regulations ((JFTR))<br/>           Personnel Property Transportation Manual, COMDTINST M4050.6 (series)<br/>           CG Supplement to the JFTR, COMDTINST M4600.17 (series)</p>                        |                     |      |
| C.   | Administration   |                     |      |
| 4.01                                       | <p>Prepare the following correspondence:</p> <ul style="list-style-type: none"> <li>A. Coast Guard letter</li> <li>B. Business letter</li> <li>C. Rapidraft letter</li> <li>D. Memorandum</li> <li>E. Same page endorsement</li> <li>F. Separate page endorsement</li> </ul> <p>In accordance with:</p> <p>Correspondence Manual, COMDTINST M5216.4 (series)<br/>           Standard Subject Identification Codes ((SSIC)) Manual, COMDTINST M5210.5 (series)<br/>           Standard Distribution List, COMDTNOTE 5605<br/>           Correspondence Standards, COMDTINST M5216.17 (series)</p> |                     |      |
| 4.02                                       | <p>Maintain a directives library to include the following:</p> <ul style="list-style-type: none"> <li>A. Enter changes to directives</li> <li>B. File directives</li> <li>C. Order directives</li> <li>D. Request allowance changes</li> </ul> <p>In accordance with:</p> <p>The Coast Guard Directives System, COMDTINST M5215.6 (series)<br/>           Paperwork Management Manual, COMDTINST M5212.12 (series)<br/>           Directives, Publications and Reports Index ((DPRI)), COMDTNOTE 5600</p>  |                     |      |
| NAME (Last, First, Middle <i>initial</i> ) |  | SOCIAL SECURITY NO. |      |

| RATING: Yeoman ((YN))               |   | INIT                | DATE |
|-------------------------------------|---|---------------------|------|
| 4.03                                | <p>Demonstrate the ability to touch type a five-minute timed writing of at least 20 net words per minute, with no more than one error in accordance with:</p> <p>Enlisted Qualifications Manual, COMDTINST M1414.8 (series)</p>   |                     |      |
| 4.04                                | <p>Prepare Administrative Remarks ((CG-3307)) in accordance with:</p> <p>Preparation and Submission of Administrative Remarks, COMDTINST 1000.14 (series)</p>   |                     |      |
| 5.01                                | <p>Maintain unit correspondence files in accordance with:</p> <p>Standard Subject Identification Codes ((SSIC)) Manual, COMDTINST M5210.5 (series)</p> <p>Paperwork Management Manual, COMDTINST M5212.12 (series)</p>  |                     |      |
| 5.02                                | <p>Prepare the following directives:</p> <p>A. Instruction</p> <p>B. Notice</p> <p>In accordance with:</p> <p>The Coast Guard Directives System, COMDTINST M5215.6 (series)</p> <p>Standard Subject Identification Code ((SSIC)), COMDTINST M5210.5 (series)</p>  |                     |      |
| 7.01                                | <p>Counsel members and assist in the preparation of the following applications:</p> <p>A. Personnel Records Review Board Request</p> <p>B. Board of Correction For Military Records</p> <p>In accordance with:</p> <p>CG Personnel Manual, COMDTINST M1000.6 (series)</p> <p>Personnel Records Review Board, COMDTINST 1070.10 (series)</p> |                     |      |
| 7.02                                | <p>Apply published writing standard to draft the following:</p> <p>A. Correspondence</p> <p>B. Administrative remarks, CG-3307</p> <p>In accordance with:</p> <p>CG Correspondence Manual, COMDTINST M5216.4 (series)</p>   |                     |      |
| INAME (Last, First, Middle Initial) |   | SOCIAL SECURITY NO. |      |

| RATING: Yeoman (YN)                |  | INIT                | DATE |
|------------------------------------|--|---------------------|------|
| 8.01                               | <p>Draft the following using published writing standards:</p> <p>A. Instructions</p> <p>B. Notices</p> <p>In accordance with:</p> <p>CG Correspondence Manual, COMDTINST M5216.4 (series)</p>          |                     |      |
| 9.01                               | <p>Review the YN Performance Qualifications for accuracy and applicability against current policies and procedures.</p> <p>Submit written recommendations for changes to the Yeoman Force Manager.</p> |                     |      |
| NAME (Last, First, Middle Initial) |  | SOCIAL SECURITY NO. |      |

